



stlukesparkptfa@gmail.com



st\_lukes\_park\_primary\_ptfa



## Join the PTFA

**PTFA = Parents, Teachers, and Friends Association.** It's a group of volunteer parents, grandparents, friends and teachers who work together to make their school a better environment for the children to learn.

Our association is about much more than simply fundraising. We aim to provide closer links between home and school and it's an excellent way to bring everyone in the school community together socially in support of the school, working towards a common goal.

The current 23/24 Committee (Laura Hart, Tori Danskin, Nicole Haynes, Melanie Chatterton and Liz Holmes) **will step down from their roles** so that the new 25/25 Committee can be voted in at the AGM and Bingo evening on the 27th September 2024. **All Committee Member roles of the PTFA are open for applications.** This includes: Chair, Treasurer, Secretary, Partnerships Officer, Communications officer and 10 x Ordinary Members (2 per class). If you're interested, read on to see what each role involves!

**Remember - to put your name forward for a Committee Member and to be voted in, please email [admin@stlukespark.essex.sch.uk](mailto:admin@stlukespark.essex.sch.uk), no later than 20/9/24.** Make sure that you add which role you're putting yourself forward for in your email.

## 27th September AGM

We'll hold the AGM as part of our Bingo Evening on the 27th September at the school. It would be great to see as many of you there as possible.

The AGM will cover:

- Chair's report: What the PTFA achieved last year and what's the plan for 24/25
- Treasurer's report: Overview on the funds raised and spent in 23/24
- Election of the 24/25 Committee: Chair, Treasurer, Secretary, Partnerships Officer, Communication Officer, Ordinary Members
- AOB

Useful info:

- This is a **no children event**, friends and family are welcome!
- Doors open 18:00, **you need to be in your seats by 18:30**
- AGM meeting and then Bingo - evening to end at 20:30 (but you can leave sooner if you need to!)
- Bingo only £1 per card, available to buy on the night **CASH ONLY**
- All bingo sales will be prize winnings for the evening
- You're welcome to bring your own food
- A range of soft drinks and alcoholic drinks will be available from the PTFA bar. **CARD PAYMENT PREFERRED**

## Recap of the roles



### Roles in the Committee

**Chair:** Directs the meetings – making sure everyone's views are heard, and that everyone is involved in the meeting. Makes sure all the Committee members are familiar with the PTFA constitution and their role and responsibilities as a Committee member. Prepares for meetings (with the Secretary), identifying outstanding items and suggests the meeting agendas. Invites Committee members and staff to the PTA Committee meetings. Sets the rules for the meetings to make sure they are inclusive and efficient. Delegates tasks to other Committee members and volunteers, and checks they're completed. Liaises with the school and requests a 'wish list' for the PTFA Committee to use when deciding on projects to fund. Ensures the Committee fulfils its role in respect of the governance of the association as set out in its constitution, for example, holding an AGM and electing Committee members. Writes the Chair's report for the AGM, writes the annual report for the association, makes sure the association is GDPR compliant.

**Treasurer:** Controls the PTFA funds in line with the Committee's decisions as well as charity law. Ensures accurate financial records are kept, and that best practice procedures are followed for counting money, banking and making payments. Keeps the Committee updated with regular reports and ensures end-of-year reports are completed for the association's AGM. Presents financial updates at each Committee meeting. Manages the bank account, gift aid and different payment methods (e.g. Sum Up). Ensures best proactive procedures are followed for counting and banking money after events. Makes approved payments. Ensures procedures for making approved payments and claiming approved expenses are followed by all Committee members. Prepares the annual Treasurer's report for the AGM and arranges an independent examination of the accounts.

**Secretary:** Supports the Committee to build effective communication links with the school and the association and maintain accurate records. Prepares for meetings (with the Chair). Takes minutes, recording attendance, action points and decisions. Circulates approved minutes, along with a reminder of any actions agreed. Maintains records. Makes sure the PTFA is GDPR compliant. Handles the correspondence. Tracks ticket sales for events.

**Communication Officer:** Helps to communicate and promote the work of the PTFA. Works closely with the school to circulate info to the school community– for example, inclusions in the school newsletter and social account updates. Ensures posters are displayed for events and that external info about the PTFA and members are kept up to date. Manages the PTFA social accounts.

**Partnerships Officer:** Helps build effective relationships with the local community and businesses. Liaises with the local press about coverage of events. Manages partnerships with local businesses and other organisations we work with. Applies for funding opportunities.

**NEW roles for 24/25! Ordinary Members:** As our school community is growing – **we're introducing new roles to the Committee.** These roles will be Ordinary Members. These roles are equally legally responsible for the running of the PTFA, they just don't have a job title. These roles will help with extra tasks and help the officers in the effective organisation of the PTFA. Tasks will include things like organising food and drink for events, keeping stock checks of items for refreshments and the pre-loved store, leading and supporting individual events and more! **We'll be recruiting for 2 x Ordinary Members per class, so that's 10 Ordinary Members in total.**

**See you there on the 27th September!**