

St Luke's Park Primary PTFA

September 2023





St Luke's Park Primary PTFA

We've put this info together to let you know more about our PTFA and share how you can get involved in our school community.

St Luke's Park Primary PTFA was set up last year and we've already raised extra funds through a wide range of fun and creative initiatives, events, and more.

What is a PTFA? = **Parent, Teachers and Friends Association**

A PTFA is a group of volunteer parents, friends and teachers who work together to make their school a better environment for 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.

Read on to find out more about how it all works,

The St Luke's Park Primary PTFA



St Luke's Park Primary PTFA

We'd encourage all parents, friends and members of the school community to get involved, even if you only have a small amount of time available.

We have a **Committee** which meet on a regular basis with smaller working groups meeting as necessary when we're planning larger events.

And there's also many volunteers! We welcome any help from parents, teachers and friends and already have some volunteers who commit some of their time to help us. We'd love to add more names to our list – every little helps. From helping us for an hour at an event, to wrapping presents or decorating the school for special occasions – your help would be invaluable.

The following few pages will give you some insight into the individual roles of the Committee.

We're also looking to introduce some new roles this year!



The Roles: 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
- ▶ Prepares intros for any new members
- ▶ 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
- ▶ And more.....



The Roles: Treasurer

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 ensure end-of-year reports are completed for the association's AGM.

- ▶ Keeps accurate, up-to-date financial records
- ▶ Presents financial updates at each Committee meeting
- ▶ Manages the bank account 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
- ▶ And more.....



The Roles: 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, decisions and proposals
- ▶ Circulates approved minutes, along with a reminder of any actions agreed
- ▶ Maintains records
- ▶ Makes sure the PTFA is GDPR compliant
- ▶ Handles the correspondence
- ▶ And more.....



The Roles: Other Key Roles

NEW! Comms 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.

NEW! 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! Vice Chair:

Supports the Chair and spreads the responsibilities.



Fundraising

How we raise money

Like most PTFAs, the majority of our funds are raised through the events that we run for example – our Summer Fair and Christmas Disco.

Donations are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

How we spend the money we raise

The PTFA Committee are responsible for deciding how our PTFA funds are spent. We work with the School Leadership Team who provide a 'wish list' of items that the school would like us to consider funding.

We also invite input from the school community, so if you have an idea of something that would benefit all the students in the school, please share it with the Committee. We can discuss it at a meeting and feedback.

Funds are typically spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. Funds are not generally spent on improving the fabric of the school building, as this is the responsibility of the school. Our Constitution commits the association to spending money on things that will benefit the children directly.



Stay in touch

How we keep you up to date

We share updates on the school newsletter, each class has a WhatsApp group -if you'd like to join, please one of the Committee know, and through our social channels – make you follow us!



St Luke's Park Primary School (Eveleigh Link) Parents group



st-lukes-park-primary-ptfa

You can also contact us via email at any time with feedback, suggestions or questions stlukesparkptfa@gmail.com or complete this short [survey](#). We'd love to hear from you!



Get involved! We need you!

We have our AGM (Annual General Meeting) on **Thursday 19th October at 8:45 am** at the school, we'd love to see as many of you there as possible. At the AGM:

- ▶ We'll let you know how our activities went last year, the funds we've raised and get your ideas for next year.
- ▶ New Committee members are elected and/or current Committee members are re-appointed. If you think you'd be great at any of the roles – existing or new – email your name, contact details along with the role you'd like to put yourself forward to admin@stlukespark.essex.sch.uk, **no later than 10/10/23**. The vote will take place at the AGM and positions will be filled. Even if you can't make the AGM in person but want to nominate yourself – still send your details in.
- ▶ We'll also take down names of all those that want to help but can't commit to one of the official roles. Either let us know on the day or email stlukesparkptfa@gmail.com if you'd like to be part of the helper's group and we can reach out to you when we need you. We understand that you may not be able to help every time – every bit helps!

We look forward to seeing you at the AGM,

The St Luke's Park Primary PTFA