



Roles & Responsibilities of the Parent Teacher Association (PTA)

The Parent Teacher Association (PTA) is a registered charity organisation established to raise funds for St Paul's Catholic Primary School. The purpose of the St Paul's Catholic School PTA is outlined below taken from our constitution:

Clause 2 – The objectives of the association shall be to advance the education of pupils in the school. In furtherance of this object the Association may:

- a) To foster a close relationship between home and school, the parents, governors and all others associated with the school.*
- b) To encourage and maintain an interest by the associations members in all matters relating to education, and the general activities of the school and engage in activities which support the school and advance the education of pupils attending it.*
- c) Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the committee in consultation with the governing body shall from time to time determine.*

St Pauls' Catholic Primary School PTA has the following trustee members:

Chair (or Co-Chairs)

Secretary

Treasurer

Teaching/Staff Representative

FS/KS1 Parent

LKS2 Parent

UKS2 Parent

PTA Trustee

The Trustees are the driving force of the committee and hold the ultimate responsibility for the charity's management and effectiveness. Trustees have the responsibility of making the decisions. Trustees are nominated, voted and countersigned at the AGM based on the skills that they can bring to the PTA committee.

Role of a PTA Trustee:

- Read the GOV.UK Charity trustee: what's involved (CC3a) document.
<https://www.gov.uk/guidance/charity-trustee-whats-involved>
- Ensure that the PTA is carrying out its purpose stated in the constitutional clause 2 above.
- Read and understand the charity's (PTA) purpose as set out in the charity constitution.
- Plan and prepare what the charity will do to raise funds.
- Responsible for the overall running of the charity (PTA).
- Ensure funds are spent in accordance with the charity's guidelines (clause 2)
- Voting rights for all PTA decisions (see constitution for quoracy level)
- Ensure the charity follows and complies with its Constitution.
- Attend all PTA meetings.



- Active involvement in fundraising events from predevelopment, establishing, organising and managing.
- Post evaluation on all fundraising events to ensure effectiveness going forward.
- Actively encourage all parents to participate in PTA events.
- Committed to increasing profit and minimising expenditure.
- Act in the best interests of the PTA at all times.

Chair (co. chairs)

Nominated and voted into the position of Chair at the PTA AGM by the trustees. (co. chairs an option) Position to be filled by a competent individual who has the skills required to fulfil the roles & responsibilities of Chair.

Role of a PTA Chair (co.chair):

- Carry out the roles and responsibilities of a Trustee plus -
- Provide leadership.
- Work closely with the Secretary & Treasurer
- Establish close relationship with the school headteacher and office staff.
- Be approachable and impartial.
- Be professional and maintain the school's relationship within the community.
- Listen to all ideas raised by other committee members and parents.
- Strong communication.
- Manage the PTA committee and any associated sub-committees.
- Agree the meeting Agenda items in association with the secretary.
- Chair the PTA meetings.
- Hold people to account should roles & responsibilities not be met.
- Authorising signature for cheques.
- Oversee the financial position of the charity.
- Agree the financial report with the treasurer.
- Finalise the Annual Report for the AGM with the Secretary.
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- Committed to increasing profit, minimising expenditure

Secretary PTA

Nominated and voted into the position of Secretary at the PTA AGM by the trustees. Position to be filled by a competent individual who has the skills required to fulfil the roles & responsibilities of Secretary.

Role of the PTA Secretary:

- Carry out the roles and responsibilities of a Trustee plus -
- Work closely with the Chair, Treasurer and Trustees.
- Be approachable and impartial.
- Be professional and maintain the school's relationship within the community.
- Listen to all ideas raised by other committee members and parents.
- Strong effective communication between all PTA trustees, active members and parents.



- Correspondence and liaison with the school on parent notifications and communication.
- Provides support to the chair and treasure as required.
- Take through minutes in accordance with the charity commission guidelines and constitution.
- Distribute minutes.
- Manage the PTA email communication.
- Manage the PTA Fundraising sites, SmileAmazon, Easyfundraising, Nametags, School Lottery.
- Manage the PTA Facebook Page.
- Manage the PTA GoFundMe Page.
- Arrange the PTA meetings, ensuring quoracy, distributing agenda and any associated documentation prior to the meeting.
- Prepare the PTA Annual Report with the Chair.
- Committed to increasing profit, minimising expenditure

Treasurer PTA

Nominated and voted into the position of Treasurer at the PTA AGM by the trustees. Position to be filled by a competent individual who has the skills required to fulfil the roles & responsibilities of Treasurer.

Role of the PTA Treasurer:

- Carry out the roles and responsibilities of a Trustee plus -
- Work closely with the Chair, Secretary and Trustees.
- Be approachable and impartial.
- Be professional and maintain the school's relationship within the community.
- Listen to all ideas raised by other committee members and parents.
- Manage and control the charity funds.
- Record all income and expenditure and present to the trustees at the meetings.
- Ensure funds are balanced.
- Detailed list of committed expenditure.
- Extract and detail income, expenditure and profit for each event held – present to the trustees at the meetings.
- Liaison with the charities nominated bank.
- Maintain current authorisation signatures of bank account.
- Pay money into the bank account after each event.
- Organising floats as and when required for each event.
- Ensure regular committed payments are made.
- Organise licenses as required for events.
- Charity registration and gift aid.
- Draw up annual accounts.
- Committed to increasing profit, minimising expenditure.



PTA Committee Members

Nominated and voted into the position of Committee Member at the PTA AGM by the trustees. Positions to be filled by a competent individual who has the skills required to fulfil the roles & responsibilities of the positions – FS/KS1 Parent Representative, LKS2 Parent Representative, UKS2 Parent Representative, Teaching/Staff Representative.

Role of the PTA Committee Member:

- Carry out the roles and responsibilities of a Trustee plus -
- Work closely with the Chair, Treasurer, Secretary and other Trustees.
- Be approachable and impartial.
- Be professional and maintain the school's relationship within the community.
- Listen to all ideas raised by other committee members and PTA members.
- Attend the PTA meetings if you can, all welcome.
- Read the meeting minutes available of the school web page.
- Committed to increasing profit, minimising expenditure

PTA Members – All Parents/Carers & Staff at St Paul's Catholic Primary School

All parents/carers when their child enrol at St Paul's Catholic Primary School automatically become a member of the PTA Committee. All teaching staff, and all governors are PTA committee members.

All committee members are welcome and encouraged to attend PTA meetings to share their ideas. All ideas are welcome and encouraged.

Everyone has the same goal in the PTA – *'to raise funds for our children to enrich their educational experience'*

- Welcome to attend the PTA meetings.
- Read the meeting minutes available of the school web page.
- View the PTA webpage on the school web to see what we are doing and how you can help.
- Like and share our PTA Facebook Page.
- Share your ideas on how we can raise funds.
- Bring your enthusiasm.
- Share the news of events with your year groups, friends & family.
- Come along and help at the events, the more help we get the more stalls we can operate the more money we can raise for our children.
- Do you run a company provide a donation? (charity tax relief)
- Do you run a company that can offer a service at an event?

United through Jesus in Faith, Love and Learning