



Being PTA Class Rep – what does it involve?

We have Class Reps (usually 2 per class) to provide a link between what happens at PTA meetings with all the other parents in your child's class. Particularly as many parents can't come along to meetings it helps to get as many involved as possible in whatever way they can.

Typically, Class Reps will:

- 1) Attend PTA meetings and liaise with rest of class parents if required. If you can't attend a meeting, don't worry – we take notes. We will try to arrange meetings to be convenient.
- 2) Be a point of contact for the School Office and teacher for things relating to your class.
- 3) Organise collections for teacher presents at Christmas/end of year.
- 4) Christmas preparations – helping with class parties (or co-ordinating willing volunteers).
- 5) Class assembly, class mass or teacher coffee morning (usually about 7 of these through the year). Your job is to make sure that there are refreshments – you don't have to be the one making the tea on the day – you can encourage other parents in the class to help! Here is an idea of what is involved:

- Send a message to the parents in the class (either by Whatsapp, talking on the bank, using school text system etc) to ask for volunteers to prepare and serve the refreshments and donate cake/biscuits – in plenty of time before the day.
- For a mass or assembly the children in the class get some juice and a small biscuit / brownie/ flapjack etc. PTA will pay for this so whoever is organising this should keep receipts and give to Treasurer. They should also check with class teacher as to where they want children to have this (sometimes in the hall with parents, sometimes back in the classroom).
- It is usually good to come into school straight away when dropping off to go to the staff room and fill up the big flasks with boiling water from the boiler on the wall – we try to avoid interrupting the kitchen staff too much! All the usual supplies are kept in the corner of the staff room. If you notice we are getting low on anything let us know.
- You will need to bring fresh milk on the morning as the milk in the staff room is bought by the staff for their drinks! Probably a 2 pint carton will be enough. Again, keep receipts to claim back from Treasurer.
- Ask for donations with an empty bowl, suggested donation is 50p - there is a laminated sheet to put on the table do it's obvious to parents. These small coffee gatherings across the year can raise a fair bit of money for PTA funds.

It's a great way to get to know a bit about what happens inside school and help build relationships between parents in the class and also parents and school.

Any questions or concerns, please shout!

Clare Swinhoe, Chair (2017-18)

Other PTA Committee Roles – Chair

The Chair provides leadership for the Association, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members so that everyone feels involved. New members may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with the Treasurer or Secretary or other elected committee members.

Key responsibilities:

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association
- liaise with School to agree the annual programme of events
- set the agenda for meetings, liaising with the Secretary and other members
- ensure the agenda is followed and that all business is covered
- welcome and involve new members
- plan an appropriate schedule for meetings
- prepare and present the annual report
- sign cheques for the PTA
- get to know committee members

Other Committee Roles - Secretary

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly, building up a good relationship with the school. The Secretary will help ensure that correspondence, sent to the school, is passed onto your association promptly. With the agreement of the Headteacher, the Secretary can usually arrange to leave PTA notices with the school Secretary for distribution with school mailings to parents.

As well as dealing with correspondence following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member.

Key responsibilities:

- deal with correspondence
- prepare agendas
- call meetings - giving plenty of notice
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate
- write up the minutes of meetings
- distribute minutes to all the committee
- make meeting & event arrangements
- co-sign cheques as required
- write the annual report with the Chair

Other Committee Roles - Treasurer

A key responsibility for all committee members is to manage and control the funds the association raises. Although all the committee members have equal responsibility for the control and management of funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should maintain a record of all income and expenditure. This can be done in a simple accounts book or using a computer based package. The Treasurer is responsible for the proper handling of money raised at events, making approved payments and making arrangements for counting of money at events.

The Treasurer should report on the current financial position at each meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments, for example, PTA-UK membership, are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

The Treasurer should also be involved in pursuing charitable status (should that be appropriate) and Gift Aid. Also considering the various options for taking payments (eg: Parentpay or other online options) in the best interests of the association. Before the AGM, the Accounts will be drawn up in collaboration with the Chair and either audited or independently examined as specified in the constitution.

Key responsibilities:

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments and agreed expenses
- count and bank monies
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- charity registration and Gift Aid (if appropriate)
- prepare annual accounts and liaise with the independent examiner of accounts
- ensure the committee has agreed appropriate procedures for the handling of financial matters