



# ST JOHN VIANNEY PTFA

## What is a PTFA?

The PTA is vital to the success of the school. Funds raised enrich your child's learning and make every student's experience better. Whether it helps improve the playground your child loves, funds the library that's their favourite place to be, helps with the cost of an amazing trip or buys new technology to make lessons more accessible, it all makes such a massive difference to our children.

The PTFA runs events and fundraising activities throughout the school year. Whether you can help with one thing or all, you are appreciated!

## Contact Info

If you have any questions please contact the school office:

- [admin@sjvprimary.co.uk](mailto:admin@sjvprimary.co.uk)
- 01253 311248

## Who can join?

Anyone over the age of 18 can join, everyone is welcome.

Are you a great organiser?

Do you work in the events industry?

Do you have good contacts

with businesses in the area?

Are you great at designing posters?

Have you got experience in finance?

Do you have great relationships with parents on the playground?

Are you a great motivator?

Can you make an amazing cake?

Have you got experience in marketing?

Do you have amazing ideas?

Have you got a bit of spare time to shop?

Are you great with tech or computers?

**Everyone has something valuable to contribute!**

# Reasons to join us

- **Flexibility**

Whether you're a full-time parent or working 9-5, anyone can get involved. It's less commitment than you think, and you don't always have to attend meetings. Small jobs such as designing a poster, distributing letters or running a stall keep everything running smoothly.

- **Friendships**

Meet and chat to a wider circle of families from different classes and year groups. Get to know other parents, and bond over exciting events, socials and get-togethers. Find a place to belong and spend time with others who share your values.

- **Be better connected**

Create closer links with the head, teachers and staff. If you're new to the school, the PTFA is an excellent way to find out how things work and become part of the community.

- **Fun!**

Be part of the team which organises the best events and get-togethers. Debrief over a glass of wine (or two). Suggest your most hare-brained idea and watch as it catches on and everyone wants a piece of the action.

- **Improve school**

Have your say on important decisions. Work with the school and other parents to see where improvements can be made, and implement them. Directly influence the experience of your child and hundreds of others.

- **Learn new skills**

Everyone has something they can bring to the PTFA, but you can also learn new skills. Always wanted to perfect that cookie recipe? Not sure how to design a poster? Want to hone your public speaking skills? You can do it with the support of the committee.

- **Improve your child's learning**

Studies show that children whose parents are involved in their education do better in school. Engaging with the PTFA shows your children's education is important to you. Play your part in improving the school and watch them thrive.

- **Everyone is welcome!**

Everyone is welcome, it's not just for mums! Dads, grandparents, and other relatives are all vital role models and crucial in children's upbringing. Dads can bring different skills; they can bring a different perspective, and they can bring along other dads.

- **Create lasting memories**

Our children are only at school for a few years, but they will remember the difference we make for a lifetime. They will cherish the activities and games we fund, learn using resources we buy, and remember the events we hold. Help keep the PTA going so future pupils can benefit too.

# Roles available

## PTFA chair

### Main purpose of the role:

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

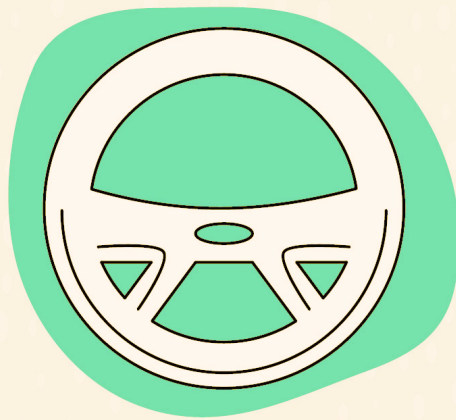
### The chair's responsibilities:

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

### Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

GRAPHIC BY PTA.CO.UK  
**PTA+**



We need a new chair

# Roles available

## PTA treasurer

### Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

### The treasurer's responsibilities

- **Manages the day-to-day finances**
- **Keeps a detailed and accurate record of the PTA's financial activity**
- **Reports on the finances at meetings in a clear, concise way**
- **Arranges floats for events**
- **Ensures money is kept safely before and during events**
- **Banks the takings from events and fundraisers**
- **Makes Gift Aid claims**
- **Implements procedures for making payments and claiming expenses**
- **Completes the Charity Commission annual return (if registered)**
- **Gets accounts audited where necessary**

### Suits people who are...

- **Confident at handling money and budgets**
- **Good with numbers**
- **Methodical**



# Roles available

## PTFA secretary

### Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

### The secretary's responsibilities

- **Assists the chair with planning meetings**
- **Communicates with the school and committee members, including circulating the agenda before PTA meetings**
- **Takes minutes at meetings, recording the key points, decisions made and relevant action points**
- **Manages communication between the committee, volunteers, school and school community**
- **Prepares the publicity for events, including flyers, posters and tickets**
- **Ensures meetings have enough attendees to form a quorum**
- **Keeps records**
- **Shares information**

### Suits people who are...

- **Great communicators**
- **Accurate writers**
- **Helpful and motivated**
- **Person-centred**



# Roles available

## Raffle and sponsorship coordinator

The main focus of this role is to contact businesses and individuals to see how they can support the school, be it with raffle prizes, sponsorship, volunteering or anything else. They will also make sure licensing is up to date, arrange raffle ticket printing, coordinate the selling of tickets and distribute prizes.

## Stores person

A stores officer is in charge of the PTA stores, which includes keeping an inventory and making sure items are stored properly and safely. This means the PTA doesn't spend money on things it already owns, items are used before they go out of date and the PTA store never ends up as an overwhelming mess no-one wants to tackle!

## Grants secretary

A grants secretary's role is to research and apply for grants. This involves working with the school and committee to establish what needs funding, finding grants that are suitable for your school, gathering evidence and writing applications. Writing skills are crucial and a fundraising background would be beneficial.

## Class reps

Class group reps are a visible point of contact between parents and the PTA. They can help to spread messages more locally and mean the rest of the committee isn't spreading itself too thin in reaching out to the community. It also means all year groups are represented. Class reps are key in securing volunteers for events.

## Publicity officer

A publicity officer handles all of the PTA's publicity for events, activities and fundraising initiatives. This includes the PTA website, emails, social media, posters, flyers and banners. It may also involve liaising with the local press and writing press releases. Good writing and design skills are vital to ensure your advertising material is engaging and exciting.

# Roles available

## Lottery organiser

A monthly school lottery or 100 club is a simple way to have a steady flow of income. It can be the responsibility of one person to set it up, promote it to the community, organise and oversee payments and draw the monthly winner.

## Second-hand uniform coordinator

Second-hand sales are great moneymakers while providing a service to parents and preventing waste. A second-hand uniform coordinator takes in unwanted uniform, washes it, mends it (if necessary) and then sells it on.

## Bake sale coordinator

A bake sale coordinator organises the dates and timings of your fundraising sales and seeks cake donations. They ensure sales are run safely and hygienically and coordinate the collection of product donations on the day. They may also make some themselves, with the cost of ingredients usually being covered by PTA funds.

## Compare/Host

A Compare/Host presents at fundraising events such as discos, bingo nights and the Summer Fayre. They ensure that everyone is kept entertained and knowing what is going on. They may also organise background music and make sure that the sound system is in place and working.

## Catering Team Member

As a member of the catering team you will help prepare and serve food and drinks at PTFA events. You may help with shopping before an event, preparing food and snacks for movie night and serving tea and coffee at fundraisers.

## Childcare Team Member

As a member of the childcare team you will help supervise children during fundraising events taking place out of the school day. You must have an up-to-date knowledge of safeguarding and be on hand to help make sure that the children are taking part in a fun and safe way.