

Prior Weston School and Children's Centre PTA structure

PTA is a group of volunteers, many of us have full-time jobs – so we all do as much or as little as we can.

Get involved! Come and help, even if you can only give an hour of your time once in a while and in your own time. You could be helping with e.g writing an article for the school newsletter, or taking photos at a school event or selling tickets for the auction of promises or designing the poster for the PTA notice board.

We also need new trustees, and this is a great opportunity to help the school and develop your skills. To be suitable as a Trustee for the charity: <https://www.gov.uk/guidance/trustee-board-people-and-skills> *

Here is an indicative list of PTA need – please do get in touch with any one of the committee members or School senior leadership team or simply come to the next PTA meeting to see how to get involved.

	Role on the committee/ Name (kids in Year x)	Role description (All PTA Committee member can be trustees and have a vote)
On PTA Committee - Trustee - has a vote	Parent Chair – Herveline Revenu (Acting) (Y5) + VACANCY	A parent volunteer who is able to: Chair the meetings, Provide leadership/ direction and ensure effective communication between the school senior management and the PTA.
	Secretary / Website editors (Can be distinct) Caroline Allore + VACANCY	Put together the agenda for the meetings, Take meeting minutes and distribute to the committee / Update the PTA website with the details of the meetings minutes and events. Can check PTA email and communication.
	Teacher / School staff Chair TBC	Member of school staff who is able to attend most monthly meetings and step int chair the meetings when the parent chair is not able to attend. Be the main link between the school and the committee members. Communicates/ delegates well within the school and follow up on questions/ actions on behalf of the school.
	Treasurer Loic Fossiez (Y5) Sara Archer (Y6,Y5 and Y3)	A parent accountant and looks after charity commission reporting on finances to the PTA meetings. Arranges appropriate licenses for events Maintain the financial records and process payments. Prepare and co-sign cheques as required. Report income and expenditure at meetings. Count and bank monies and liaise with the bank. Charity registration and Gift Aid. Draw up the annual accounts. Ideally the volunteer in this role should be a trustee.

Choses to be a trustee and/ or on the committee or not	As many Trustees or volunteers as possible !	<p>Class representatives: liaison between PTA committee and parents/ carers from their class</p> <ul style="list-style-type: none"> - Communicate about what is the PTA, and about events to other parents from the class - Communicate about help/ volunteers required for specific events (eg bake sale, science club, quiz night, Auction of Promises) - Encourage parents to help the school in other ways (eg project week, clubs for kids,...) <p>Fundraising experts: looking at grants with the headteacher and PTA chair, total giving page, lottery management...</p> <p>Photographer / poster designers / writer or editor to write articles on the PTA website, school newsletter or to promote events.</p> <p>Any other idea!</p>
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*** Trustee role and responsibilities: as trustees, you must**

- always act in the best interests of the charity – you must not let your personal interests, views or prejudices affect your conduct as a trustee
- act reasonably and responsibly in all matters relating to your charity – act with as much care as if you were dealing with your own affairs, taking advice if you need it
- only use your charity’s income and property for the purposes set out in its governing document
- make decisions in line with good practice and the rules set by your charity’s governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter