



Terms of Reference

Jan 2019

Redbourn Primary School Parent Teacher Association (RPTA)

RPTA is a committee run by parent and staff volunteers. The main aim of the PTA is to raise vital funds to enrich the learning environment for the children. It also serves as a useful social function. Fundraising events provide a link to encourage parents, staff and children to come together in support of the school. Working together to make a difference to the school.

How the committee is organised

Every parent/carer automatically becomes a member of RPTA when their child joins the school and are encouraged to give support. All members are welcome to attend all general committee meetings. RPTA is a registered charity that consists of a Chair, Vice Chair(s), Secretary, Treasurer(s), Parent Governor Link, Staff Rep, Class Rep's and committee members. Sub-committees will also be formed for larger events.

RPTA will meet once a term, smaller working groups are also set up to organise individual events. Main events have a Lead committee member responsible for the setting up of these groups. An AGM is held at the start of a new school year, usually in October. At this meeting the key roles are open for election and willing volunteers are elected into the positions. The average term key committee members will stand for is two years or until suitable replacements have been elected. Each class at the school will have a parent representative on the committee. The parent(s) in the position of class rep can change from year to year or as agreed between each individual class members.

Key Roles

Chair:

The Chairperson provides leadership to the committee and manages/oversees events and meetings in line with the agenda and school calendar.

Organises, manages and chairs meetings, including the AGM.

Approves the agenda and signs off minutes post meeting.

Liaises regularly with the Headteacher to sign off on dates and to ensure correct protocols are adhered to with respect to events and fundraising.

Liaises directly with Staff rep as necessary for individual events.

Gives guidance to the committee members.

Ensures correct paperwork and insurances are in place for all events.

Acts as signatory of the PTA account alongside the Treasurer.

Ensures all members of the committee comply with the school's safeguarding policies.

Undertakes a handover at the point of stepping down from Chair position.

Vice Chair:

To support the chair with the above as agreed between the Chair and Vice Chair.

Manages the PTA diary of events alongside the Chair in line with the school calendar.

Ensures effective communication and PR between the committee and the school alongside the Secretary.

Ensures the school PTA webpage is kept up to date with information.

Produces termly newsletters alongside the Chair to distribute to parents/school.

Ensures all meetings are publicised on the PTA Facebook group, via class reps and school newsletter.

Monitors and updates the PTA Facebook group, appointing suitable admins to assist and ensure it consists of PTA business only.

Treasurer:

Manages and distributes monies raised from the PTA account.

Provides an auditable trail of all income and expenditures so the account can be audited at any time.

Maintains an up to date record of PTA account in a spreadsheet form and produces an update to present at committee meeting or as required by the Chair.

Retains all receipts and requests for monies in an organised filing system.

Provides suitable floats for all events and ensures security protocols are followed when managing and storing monies.

After each event, oversees the counting of all takings and provides a recorded total for each separate event.

Produces yearly Tax Return.

Undertakes a handover at the point of stepping down from Treasurer position.

Secretary:

The Secretary ensures an effective link is maintained between all committee members, parents and the school.

Ensures an agenda is created for meetings and prepares minutes during meetings to share post meeting.

Ensures the PTA notice boards on the school grounds are maintained and kept up to date with the latest events and fundraiser information.

Manages and maintains the PTA email distribution list and contact information for committee members and PTA Whatsapp groups alongside the Chair/Vice Chair.

Oversees volunteer sign up sheet for events as necessary and as agreed with Chair/Event lead.

Undertakes a handover at the point of stepping down from Secretary position.

Class Reps:

Each class will have a representative from RPTA.

A Class Rep's main role will be to communicate key dates and information on upcoming PTA events to their classes.

Recruits help and volunteers where needed for RPTA events.

Maintains feedback on events and PTA related issues from their classes and reports to Chair.

Attends committee meetings and feedbacks where necessary to classes.

Aims of RPTA

Our aim is to enhance and improve upon the education & wellbeing of the children by providing or supporting the provision of facilities and resources through fundraising.

We also aim to provide close links between parents/carers and school staff through events and activities.

RPTA promotes the opportunity for all parents/carers to meet others socially by getting involved.

Children will hugely enjoy participating in events as well as benefitting from the funds we raise.

Communication

A primary role of the PTA is to build relationships between staff, parents/carers and children as well as the local community.

RPTA will produce a termly newsletter, keep up to date information on social networks and the PTA page of the school website.

RPTA committee keeps the Headteacher and Governors informed on key events, dates and activities.

The Chair meets termly with the Headteacher. A Parent Governor rep sits on the committee.

Minutes from meetings are maintained and shared following meetings.

Minutes and newsletters are uploaded to the PTA section of the school website.

Fundraising

RPTA raises vital funds by organising and managing fundraisers throughout the year. The money raised by RPTA is used to provide educational facilities and resources such as IT/Playground equipment, library resources, sports or classroom supplies and materials.

Spend suggestions are welcomed from staff and parents/carers.

RPTA organise fundraising events for parents/carers & staff including Burns Night, May Ball, Quiz Night and Bingo. The children enjoy Discos & Film Night and for everyone the Summer Fayre, Christmas Bazaar and Cake/Lolly Sales.

RPTA also organise a range of topical activities around Easter, Summer, Autumn and Christmas.

Current Core Team (AGM election 15.01.2020)

Chair: Liz Bugryniec

Vice Chairs: Lucy Miller (Parent Governor)

Secretary: Karen Johnson

Treasurers: Katie Pryor / Nikki Packwood / Sophie Stockdale / Jenna Gillings