



Farnborough Primary School PTA

January 2025

Dear Parents/Carers

PTA Leadership

As we enter the second half of the school year, the current PTA Trustees, find ourselves in a bittersweet moment. Our children are all currently in Year 5 and next academic year will be in their final year at the school, where they start to spread their wings in preparation of the next exciting chapter in their lives at secondary school! It is therefore time for us to pass the baton to a new group of enthusiastic parents/carers.

When we first took on these roles, we heard the saying, "If you want something done, give it to a busy person(s)." Over the years, we've juggled event planning with working full time, whipped up spreadsheets as easily as sweet cones, and discovered talents we didn't know we had (who knew we'd become raffle prize negotiators extraordinaire?).

But here's the secret no one tells you: it's honestly been wildly rewarding; our kids have loved us being active in their school and we've helped create memories that will last a lifetime for the children. This honestly makes the hard work worth it and the average 25,000 steps we manage to clock up at the summer event last year and you get to eat unlimited cakes and sweets!

Now, it's your turn to continue to raise much needed funds for the school. Whether you're a whiz at spreadsheets, a bingo enthusiast, or just someone who can keep their cool in a room full of sugared-up kids, we know the PTA has a place for you. It's a chance to bond with the community, unleash your inner event-planning guru, and become a hero in the eyes of the children.

The new Committee will have our full support and we promise to support you during our last year in the school just not in a formal role so that we can ensure a successful transition. We will handover our detailed instructions and tips, and ultimately our mantra over the last few years is to run two larger events each year and all other events will be as easy as possible to manage whilst juggling work, younger siblings etc.

If you're curious, have questions, or just want to hear more about our most entertaining mishaps, feel free to reach out (farnboroughpta@gmail.com or 07880 976025).

Thank you for all your support over the years. We couldn't have done it without you, and we look forward to seeing the amazing things the new PTA Committee will achieve next academic year.

We look forward to hearing from you.

Vicky Cheeseman
Farnborough PTA Chair

We need to fill the Chair and Treasurer roles to keep our school PTA, the others are strong recommendations in order to spread the load and share responsibilities:

PTA Chair: To lead the PTA Committee ensuring it operates in line with its constitution and the wishes of its members.

Key Responsibilities:

- **Chairing Meetings:** Facilitate and lead committee meetings, encouraging participation from all members.
- **Setting Agendas:** Prepare and set the agenda for meetings, ensuring discussions stay on track.
- **Delegating Tasks:** Assign tasks to committee members and volunteers, ensuring they are completed.
- **Liaising with the School:** Work closely with the school to align on fundraising priorities and other activities.
- **Ensuring Compliance:** Make sure the PTA complies with relevant regulations, including registration with bodies like the Charity Commission.
- **Reporting:** Write the annual report for the AGM and present it to members.
- **Motivating Volunteers:** Welcome and motivate new volunteers to join and participate in PTA activities.
- **Signatory Duties:** Act as a designated signatory on the PTA bank account.

Treasurer: To manage the PTA's finances ensuring accurate records are kept and best practices are followed.

Key Responsibilities:

- **Financial Management:** Oversee the day-to-day finances of the PTA, including managing the bank account and handling cash.
- **Record Keeping:** Maintain detailed and accurate records of all financial transactions.
- **Reporting:** Present financial updates at committee meetings and prepare the annual financial report for the AGM.
- **Event Support:** Arrange floats for events, ensure money is safely handled, and bank the takings promptly.
- **Compliance:** Ensure compliance with relevant regulations, including completing the Charity Commission's annual return, raffle licence and alcohol licence
- **Expense Management:** Implement procedures for making payments and claiming expenses.
- **Gift Aid:** Manage Gift Aid claims to maximize fundraising efforts.

Secretary: To support the PTA Chair in ensuring the smooth running of the PTA particularly in terms of administration and communication.

Key Responsibilities:

- **Meeting Administration:** Prepare and distribute agendas, take minutes during meetings, and circulate them to committee members.
- **Record Keeping:** Maintain accurate records of meetings, decisions, and actions.
- **Communication:** Handle correspondence, including emails and letters, and ensure effective communication between the PTA, school, and parents.
- **Event Support:** Assist in organizing and promoting PTA events and activities.
- **Compliance:** Ensure compliance with the PTA's constitution and relevant regulations.
- **Membership:** Maintain an up-to-date list of PTA members and manage membership communications.

Raffle Prize Coordinator: To organize and manage the collection of raffle prizes and oversee the raffle process for PTA events.

Key Responsibilities:

- **Prize Collection:** Reach out to local businesses and community members to solicit donations for raffle prizes.
- **Prize Management:** Keep an inventory of collected prizes and ensure they are stored safely until the event.
- **Ticket Sales:** Coordinate the printing and distribution of raffle tickets, and manage ticket sales before and during events.
- **Event Coordination:** Work with the event team to ensure the raffle runs smoothly, including setting up the raffle table and organizing prize displays.
- **Communication:** Promote the raffle through various channels, including newsletters, social media, and school communications.
- **Compliance:** Ensure the raffle complies with relevant regulations and licensing requirements.

PTA Preloved School Uniform Coordinator: To manage the collection, organisation and sale of preloved school uniforms ensuring they are available to the school community at affordable prices.

Key responsibilities:

- **Collection:** Organize and manage the collection of donated school uniforms from parents and the school community.
- **Sorting and Storage:** Sort through donations, wash items as necessary, and store them in an organized manner within school.
- **Sales:** Arrange and manage uniform sales, which may include pop-up sales in the playground, stalls at school events, or online sales through social media platforms.
- **Promotion:** Promote the preloved uniform sales through newsletters, social media, and school communications.