

PTFA ROLES & RESPONSIBILITIES

Winwick CE Primary School

A guide to the committee roles and how parents and guardians can support our school community.

Every parent and guardian with a child attending Winwick CE Primary School is automatically a member of the Parents, Teachers and Friends Association (PTFA). The PTFA is supported by a committee made up of a number of elected and specific roles. Each role contributes to the effective running of the association and, together, helps us create opportunities that benefit our children, school and wider community.

EVERY FAMILY IS PART OF THE PTFA • EVERY CONTRIBUTION MAKES A DIFFERENCE

CHAIRPERSON

- Provides leadership and governance for the association.
- Sets the agenda for meetings and manages meetings in line with the agenda, ensuring they are effective and decisions are reached in line with stakeholders' aspirations.
- Provides overarching coordination of events.
- Liaises with the Headteacher and wider school staff to ensure common goals and objectives are achieved by the PTFA.
- Represents the PTFA at formal events, e.g. Reception welcome meetings, church services, etc., as needed.
- Manages all budgets alongside the event's named lead(s) and Treasurer.
- Acts as a designated signatory on the bank account.
- Writes and produces the Annual Report.

TREASURER

- Manages accounts, including issuing bills and receipts on behalf of the PTFA and making approved payments.
- Prepares and updates financial ledgers.
- Completes banking transactions.
- Organises floats for fundraising events, collects and reconciles money raised at these events, and reports totals to key stakeholders.
- Prepares and reports financial statements at PTFA meetings.
- Prepares a concise Financial Report for the Annual General Meeting.
- Prepares and submits the Annual Return to the Charity Commission.
- Renews and holds appropriate insurance and licences for the association.
- Assists at fundraising events.

SECRETARY

- Calls PTFA and Annual General Meetings; produces meeting agendas and ensures minutes are completed and distributed in a timely manner, including publishing on the school website.
- Communicates with all parents, the wider school and community about meetings.
- Assists the Chair and Treasurer with specific requests requiring formal written correspondence.
- Assists the Chair, Treasurer and wider committee members at fundraising events.
- Coordinates resourcing for events.
- Obtains and holds the correct and appropriate licences for fundraising events, e.g. licences for alcohol and raffles, alongside the Compliance / Health & Safety Lead.
- Assists the Chair with writing the Annual Report.

MARKETING LEAD

- Coordinates and actions the creation of content for sharing on social media platforms, via WhatsApp groups and via SchoolPing.
- Creates promotional content, including posters, and shares information through social media platforms, school newsletters and SchoolPing.

COMPLIANCE / HEALTH & SAFETY LEAD

- Helps ensure that PTFA activities and events are planned and delivered safely and responsibly, with appropriate consideration of risk assessments, safeguarding, insurance, permissions and relevant policies and requirements.
- Coordinates licences alongside the Secretary.
- Prepares risk assessments.
- Supports safeguarding arrangements.
- Checks appropriate insurance cover.
- Ensures compliance with relevant policies and requirements, e.g. Martyn's Law.

GRANT WRITER

- Identifies potential sources of external funding.
- Prepares applications to trusts, foundations, businesses and other funding organisations, as relevant.

UNIFORM COORDINATOR

- Coordinates the storage of uniform and organises uniform exchanges during the school year.

FOOD & BEVERAGE COORDINATOR

- Takes the lead for food and refreshments during events.
- Helps coordinate volunteers, suppliers, food provision and appropriate food safety arrangements, as relevant and necessary.

YEAR GROUP REPRESENTATIVES

- Works alongside elected committee members to organise fundraising events and votes on how funds will be spent.
- Attends committee meetings to offer ideas in respect of fundraising events.
- Supports activities such as overseeing publicity of events, purchasing stock and materials, and more.
- Helps prepare for and supports implementation of events.
- Helps recruit wider volunteers from each respective year group for specific fundraising events and activities.

Working together

The PTFA is a team effort. Committee members work collaboratively, with support from the wider parent and guardian community, to organise events, raise funds and help make a positive difference to school life.