

Friends of St Joseph's Parent and Teacher Association (PTA)

Friends of St Joseph's PTA is an organisation of parents and staff. Its role is to fundraise for the school and encourage closer links between home and school.

St. Joseph's

Catholic Primary School



How is the Friends of St Joseph's organised?

- At St Joseph's like most schools, all parents/carers and staff are automatically members of the PTA and are welcome to all general committee meetings.
- We hold our annual general meeting in September, at the start of the school year. At this meeting a committee is elected to run the PTA consisting of a chair, vice-chair, treasurer and a secretary. An overview of finances is shared.
- The committee usually meets once a term and may set up smaller working groups to organise individual events under the direction and agreement of the whole group.

Aims of the PTA

1. To enhance the education and wellbeing of the pupils of St Joseph's by providing or supporting provision of facilities and resources through fundraising.
2. To develop and promote positive close co-operation and communication between parents and school staff.
3. To provide activities and events to support and enhance school provision.

It is not the purpose of PTA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school procedures.

The Committee

All staff, governors and parents of pupils in the school will automatically be members of the association without subscription, in the interest of enhancing the school for all pupils.

The following officers for the Committee will be elected annually at the AGM:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Vice Treasurer

Committee meetings shall be held at least once per term, at such times and places that are suitable for most members of the PTA. The Annual General Meeting shall be held in the Autumn term of each year. It will be presided by the Chair (or Vice-Chair in the absence of the Chair). The Annual Financial report and audit of accounts will be presented.

Fundraising

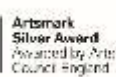
PTA help raise much needed money by organising and managing various fundraisers throughout the year. The money raised by the PTA is used to promote educational opportunities such as learning resources or enrichment opportunities such as themed days or trips. The PTA raises money through a wide range of fundraising events over the course of the year. These may include annual events such as the Christmas and Summer Fair.

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Funds

- Funds raised by Friends of St Joseph's will be held in the PTA Account.
- Withdrawals shall be made in the name of the Association on the signatures of the Treasurer or Vice Treasurer and the Chair. (Signatories)
- The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM. An auditor, not being a member of the Committee, shall be appointed annually at the AGM to audit the accounts of the PTA.
- The accounting framework for charities in England and Wales is determined by the Charities Act 2006. Should the PTA raise over £5,000 in a year there will be a requirement to register with the Charities Commission.

If the PTA folds through lack of interest, mismanagement or any other reason, then any money remaining in the PTA's bank account shall be transferred to the School Fund, to be used for the benefit of the school and its pupils.

In order for the PTA to function successfully it is essential that all members agree to follow these conduct guidelines while acting in association with the PTA.

Conduct Guidelines

- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. Any matters relating to the school, should be directed to the school office.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.

Communication

One of the primary roles of the PTA is to build strong relationships among teachers, staff, children and the community at large. Relationships are built through positive communications. The PTA share messages via the school newsletter or via fliers and letters to parents sent through the school. The PTA also communicate via their Facebook page.

The PTA work collectively as a group for the benefit for all the children of St Joseph's Catholic Primary School. Meetings are led by the Chair and in the Chair's absence the Vice Chair. Any items for discussion need to be sent to the Chair in advance of the meeting. Items that are A.O.B can be noted and added as an agenda item for the following meeting but will not be included in the decision making process of that meeting. All opinions are valued and any member can ask to add items to the meeting agenda however where options differ a majority view will sought on a voting basis if required.

Consultation and Governance

The PTA committee must keep the Headteacher and Governors informed about activities and key decisions through meetings between the PTA Chair and Headteacher. Minutes and a record of notes from PTA meetings should be maintained and shared following meetings.