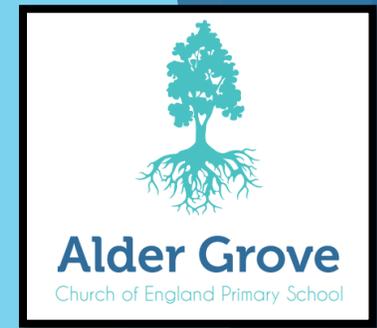




PTA Introduction Meeting

Monday 5th October 2020





Parentkind

Bringing together home & school

Leading membership organisation for parent teacher associations
in England, Wales and Northern Ireland.

What is a PTA?

- An organisation that is run by parents, members of the local community and staff
- Helps to raise much needed funds for school
- Offers support to school at different events
- Used as a communication tool between school and parents
- Helps develop strong relationships between school and parent body

Our School Ethos



The heart of all we want to do and achieve

Our school has the following ethos at the core of all we do:



Academic
Excellence



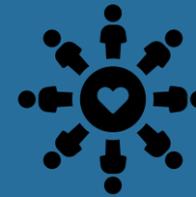
Pastoral
Excellence



Proactive
Citizenship



Inclusive
Education



Community
Centred



Respect
for all

Useful Information

- Parents take ownership of the committee, meetings and running events.
- The school will be fully involved in supporting these and will help guide this process.
- Myself as Head of School will attend any official committee meetings as the school's representative.
- PTA members can meet without school representative when organising events.
- Two different key groups:
 - Committee (Chair, Secretary & Treasurer, plus other core committee members, including school representative)
 - Helpers – to support the committee when running events
 - You do not want the committee to be too big as this will effect the numbers needed at an AGM to achieve quorum (i.e. if you have 5 committee members, you need at least 5 other people to attend the meeting to allow votes to be achieved and the meeting to be legitimate.)



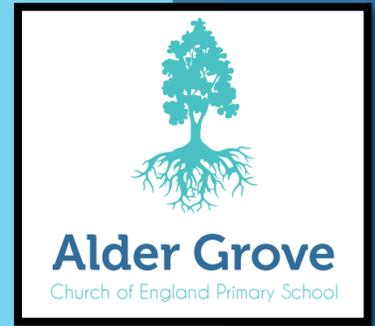
Our First Steps

Step 1: Informal Discussions (Email sent out last term)

Step 2: Call a meeting to gauge parents' interest in forming a PTA (Today)

Step 3: Launch your PTA with first AGM

After this meeting a core group of parents will form a committee, inform the school you wish to be nominated to stand and we will set a date for AGM. This meeting will allow the committee to be formally elected (chair, secretary, treasurer and ordinary committee members) I will chair initial AGM and Mrs Dampney will minute. In future it is over to the PTA to do.



Our First Steps

Step 4: PTA Constitution

At the first AGM the PTA will need one to be adopted. This will set out the rules for how the association will be governed.

Step 5: Introductions

After the first AGM the new committee will need to introduce themselves to the parent and staff bodies. This can be done face to face, newsletters, social media etc. The more visible the committee, the higher the chance of getting others involved. This communication will be very important as you move forward and start organising events.



Our First Steps



Step 6: Start Fundraising

Even with Covid there are plenty of opportunities to start raising money. Having a committee meeting shortly after the AGM to create a plan for the year would be a good way to start. Schools needs dates in the diary as soon as possible.

Step 7: Legal bits (school will support you with this)

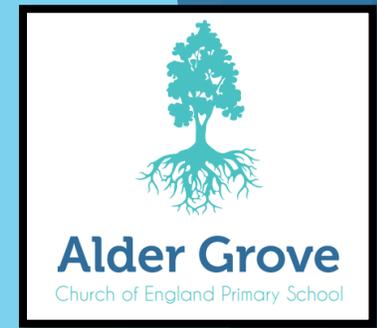
Few areas that will need to be looked into:

- Safeguarding
- Insurance
- Licences
- Health & Safety
- Charity Registration (when takings are over £5k)

Things to consider



- Commitment needed. Running and being on the committee of a PTA does take time and effort.
- Very rewarding – the PTA will have a positive impact on the school
- Needs someone as Treasurer who knows this area – accounts need to be clear and transparent
- Working as a Team is must! The stronger the team ethic the more productive and fun it'll be!
- A great way to support the school
- Starting something that will grow and be a cornerstone of the school moving forward



Thank you!

Any questions?