



## Oaklands Primary School

Great North Road, Welwyn, Hertfordshire AL6 OPX

Tel: 01438 715278

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Twitter: @oaklandsschool

Headteacher: Mr T Hassan

08 Sept 2022

Dear Parents and Carers,

Over the years Oaklands has put together an amazing group of parent volunteers who sit on the Fundraising Committee and work hard to plan some of the events held throughout the year such as the Christmas Fair and Summer Fete.

We would now like to formalise things by transitioning from a Fundraising Committee to a traditional PTA. Some of the benefits of this transition are as follows:

- Creating opportunities for additional parent/carer involvement in school fundraising/events
- More visibility to the school community on where the funds raised are used, such as the creation of a wish list of priority items

We will also be registering the new PTA as a charity, which will open doors for additional fundraising, such as creating an account with Amazon Smile.

We are very excited about this and would like to invite all of you to consider taking part in our brand new PTA by taking on one of the core roles. Additional roles may also be available depending on interest. Below you will find the core PTA roles that will need to be filled.

### Chair

Main purpose of role: To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

Typical responsibilities:

- Setting the dates and agenda for meetings
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Writing the annual report for the AGM
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- Being one of the designated signatories on the PTA bank account
- Getting to know PTA members and welcoming and encouraging new volunteers
- Drawing up the annual PTA calendar of events
- Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team
- Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Skills required:

- Strong leadership
- Enthusiastic
- Good mediator

### Treasurer

Main purpose of role: To manage and control PTA funds according to the wishes of the committee.

Typical responsibilities:

- Reporting finances at PTA meetings in a clear, concise way that all members can understand
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the PTA's financial activity





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- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events
- Managing Gift Aid claims
- Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PTA bank cards and cheque books are safely stored
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

### Skills required:

- Organised
- Good with numbers
- Confident handling money

### **Secretary**

Main purpose of role: To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

### Typical responsibilities:

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Helping the chair in planning the AGM and preparing the annual report
- Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Managing all correspondence received by the PTA
- Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair
- Maintaining the PTA's records, including minutes, member contact details and legal documents
- Ensuring there are enough committee numbers present at meetings to make up the quorum
- Preparing the publicity for events, including flyers, posters and tickets

### Skills required:

- Motivated
- Strong communicator
- Fast and accurate note-taker

If you are interested in applying for one of these roles, please complete the form online (<https://forms.office.com/r/AbRGTbfmpV>) and submit by Friday September 23rd. If there is more than one applicant, it will be put to a vote in our first PTA meeting (TBD). Please know that everyone will be welcome to participate in PTA meetings, regardless of whether they hold a role. Meetings will be held each term.

If you have any questions, please don't hesitate to contact the school office. Thank you for your support!

Kind regards  
Mr T Hassan

