

# Annual General Meeting

## 25th FEBRUARY - 6pm - Infant Hall



### Happy 2020!

As we start a new decade and new year and after a low key Autumn/Winter term we thought it would be helpful to share some information about the PTA (Parent Teacher Association) which as you know forms a major part of school life.

Hopefully the below info helps and answers any questions you might have and bust any of those myths that might be out there!

So here goes...

### What's the point of the PTA or Friends of St Joseph's as we like to be called?

We are a body of parents, carers, families that are trying to create and drive;

- A positive, inclusive school community
- Providing extra opportunities and activities for our children
- Fundraising for the school
- A chance to interact with an amazing team of like minded parents & families at the school that you might not normally get the chance to meet or interact with. It also gives you a better chance to connect with different parts of the school and school years.
- It's actually quite good fun to run a stall at a school fair, clear the adventure playground with your children helping or even watching the kids enjoy themselves at a school disco or another school event.

Isn't this what its all about - part of the whole parenting package!?  
(p.s the kids really do love being part of it too!)

Over the years the fundraising by the PTA, with the support shown by school families and the community has enabled the PTA to:

- purchase the school mini bus, essential for school trips and attending sporting events.
- In 2017 we purchased an AED for the school and arranged CPR training for every teacher and child on site.
- Donated £10,000 to the school, towards regenerating the school playgrounds
- In Jan this year we donated £1500 for the purchase Ukeleles for the school

**WE CAN'T DO ANY OF THIS WITHOUT YOUR HELP & SUPPORT!**



## Why don't parents join the PTA? The three main reasons are simple:

- Parents don't feel they have enough time.
- Parents don't feel that they have the right skills.
- Parents simply don't know how to get involved or feel it's just for mums!!

### MYTH #1 : Joining the PTA means I have to be at every event, turn up to loads of meetings, I don't have the time I am busy enough!

REALITY: We hear you!! Most of the PTA volunteers have exactly the same thoughts. Life is busy and the majority of us work full time and have other commitments as well.

Supporting us means you believe in what we are trying to do. If everyone could do a little something as the saying goes "many hands make light work!" Clearing the Junior Playground was a perfect example of this! There are lots of ways you can help and support your child through helping on the PTA. It doesn't matter if you can't help on a regular basis or don't have a specific role.

There are always jobs that can be done either before or after school, after drop off, from home, or even weekends and evenings.

It's just saying YES count me in, I can do that!!

We really couldn't achieve what we do without as many people being involved as possible.

We're so grateful for any time you can contribute – even if it's only 1 hour a year.

### MYTH #2: You don't need me, I have nothing to offer!

REALITY: We need your voice and perspective to better serve ALL of our children.

All parents, carers and extended families have skills that can help the PTA – you'll be amazed at what you can do! EVERYONE is needed, check out the list of roles to follow and we bet there is something you could do or someone you might think would be perfect that you could encourage to step up.

### MYTH #3 : I would like to join and help but I'm just not a "PTA" kind of parent!

REALITY: NEITHER ARE WE!!!

None of us are a "PTA kind of parent - seriously who has the time!?" The one thing that unites us is that we have a child(ren) at the school and we want the best experience and memories for them.

We want, need and welcome new faces (even if you have been at the school for a few years!!)

Don't be shy...we are a diverse, friendly and fun group of people (we really are!!) and by supporting the school through being part of the PTA we have built up friendships, had lots of laughs and done some lovely things WHEN WE CAN, this is not a competition its just making a difference.

**We kick off the year by holding our PTA Annual General Meeting.  
Tuesday 25th Feb at 6pm in the INFANT HALL**

## Everyone is welcome, please join us!

Follow us on facebook to find out news and details of events

@friendsofstjosephsPTA



**Be your kid's biggest fan.  
Be PTA.**

Here is a list of PTA roles with a brief overview, this isn't set in stone and other ideas and sharing of the roles is possible.

If you can't make the AGM but are keen to commit to one of these roles please contact us via our facebook page "Friends of St Joseph's PTA" or leave a message at one of the school offices.



## KEY ROLES

### The Chair

Main duty: To have the final say on PTA decisions.

Key jobs: To make all committee members feel welcome and valued; to set the PTA agenda; to provide leadership; to co-write the annual PTA report.

Needs to be: Enthusiastic, calm; good at listening; decisive.

### The Deputy

Main duty: To support the work of the PTA Chair.

Key jobs: To step in for the Chair when the Chair is absent; to work with the Chair to see the PTA runs smoothly and communicates well.

Needs to be: Supportive, enthusiastic; energetic; organised.

### The Treasurer

Main duty: To oversee the PTA's financial affairs.

Key jobs: To manage accounts; do banking and maintain up-to-date financial records.

Needs to be: Reliable; organised; good with numbers.

### The Secretary

Main duty: To keep up-to-date records of PTA activity.

Key jobs: To organise PTA meetings; to prepare and distribute agendas and minutes; to build strong relationships with key school staff – including the office staff and caretakers.

Needs to be: Organised; good at time management and friendly.

### The Comms Agent

Main duty: To publicise PTA events and activities.

Key jobs: To get to know as many parents as possible; to promote and communicate what's going on; to enthuse other parents about what's going on.

Needs to be: Friendly; creative; good at writing and competent with social media and websites

### The Class Rep Co-ordinator

Main duty: To support the parents in their class.

Key jobs: To organise class coffees, answer parent questions, send out weekly reminders to parents.

Needs to be: Be social and read the school newsletters.

**Make a Difference  
GET INVOLVED**



## ADDITIONAL ROLES - that we would love to fill as well

### Head (s) of Sub Committee(s)

Main duty: To lead on organising part of a large event eg Summer / Christmas Fair

Key jobs: To set up a community group, meet up over coffee with their sub team to have a chat, no sorry, to organise their contribution!

Key jobs: To ensure that all parents know that fundraising and event ideas are welcomed by the PTA and to ensure that they can put their ideas forward.

Needs to be: Interested and willing.

### The Creative Director

Main duty: To design and organise posters to publicise the events

Key jobs: To ensure creative is done in a timely manner so that we can spread the word.

Needs to be: Friendly, creative/artistic can-do attitude with good design and communication skills

### The Policy Officer

Main duty: To read through rules and regulations to make sure the PTA are compliant with all legal requirements.

Key jobs: To explain to the PTA what they are (and aren't) allowed to do!

Needs to be: Smart; detail-conscious; good at explaining.

### The Risk Assessment Guru

Main duty: To make risk assessments of any proposed PTA events.

Key jobs: To discuss potential risks in any event with the PTA and help to consider ways of minimising or eliminating that risk.

Needs to be: Detail-conscious; logical and thoughtful.

### The Grants Officer

Main duty: To investigate trusts and organisations who might donate money to the school.

Key jobs: To look for wider opportunities for bringing money into the school.

Needs to be: Good at writing; organised; ideally with a background in fundraising.



**YES THERE ARE EVEN MORE ROLES ...here are some more ideas of how you could get involved and step up and help!**

### **The Caterer**

**Main duty:** To be the lead on food at events.  
**Key jobs:** To be the key figure looking after food sourcing, food preparation storage and sales at any event – taking care of the necessary food labelling ( complying to FSA guidance and school practice e.g. NUTFREE) , hygiene and distribution.  
**Requires a minimum of Food Hygiene Level 11.**

### **The Publican**

**Main duty:** To be the alcohol guru.  
**Key jobs:** To be the key figure looking after alcohol at any event – taking care of the necessary licences; sourcing the booze and running the beer tent/ bar.  
**Needs to be:** Organised; responsible; clear-headed.

### **Uniform Officer**

**Main duty:** To organise and run second hand uniform sales  
**Key jobs:** To be the key figure looking after second hand uniforms – taking care of the necessary clothes and organising pop up shops throughout the school year.  
**Needs to be:** Organised; responsible; likes sorting clothes

### **The Cake Chief**

**Main duty:** To be the cake sale guru.  
**Key jobs:** To be the key figure behind school cake sales – encouraging parents to make cakes and buy cakes.  
**Needs to be:** Friendly; enthusiastic; fond of cake.

### **Bar Staff**

**Main duty:** To pour the drinks at PTA events.  
**Needs to be:** Sober.

### **Roadies**

**Main duty:** To do the heavy lifting (putting up marquees/ shifting boxes).  
**Needs to be:** Strong.

### **DJs / Musicians**

**Main duty:** To play good tunes.  
**Needs to be:** Musical.

### **Bakers**

**Main duty:** To bake (or buy) good cakes.  
**Needs to be:** Able to cook (shop).

### **Dance stars**

**Main duty:** To get people on the dance floor at school discos.  
**Needs to be:** Coordinated.

### **Sporting heroes**

**Main duty:** To get involved in sponsored swims/ walks/ runs/ after-school sports clubs/ school coaching...  
**Needs to be:** Athletic (or interested).

### **Cosmetic Queen**

**Main duty:** To crack open the face paints.  
**Needs to be:** Artistic.

### **Stall holders**

**Main duty:** To run stalls at PTA events.  
**Needs to be:** Able to handle money. Smiley.

### **Quiz masters**

**Main duty:** To ask questions.  
**Needs to be:** Confident.

### **Book lovers**

**Main duty:** To volunteer to listen to children read/ to run book swaps/ to run book stalls.  
**Needs to be:** Love books.

### **Skill sharers**

**Main duty:** To offer up your skills – however random – to be called upon.  
Maybe you're a fisherman who could auction a fish-gutting workshop at the summer fair. Maybe you're a paramedic who could come in to talk to the children about your job. Maybe you are handy and can help build things. Everyone can do something!  
**Needs to be:** Yourself.

