

Friends of Poplar Primary School (PTA)

Roles and Responsibilities

All Poplar parents and carers are automatically members of the PTA. Committee members are drawn from amongst the membership, elected by their peers to ensure the PTA meets its objectives and continues to flourish. Friends of Poplar Primary School is a registered charity; all committee members are trustees of the charity.

Committee

Chair

- Provides leadership and ensures the committee fulfils its role in respect of the PTA
- Liaises with the school leadership team and representatives, including identifying fundraising goals
- Sets the agenda for (working with the Secretary) and chairs PTA meetings
- Coordinates activities/manages the PTA calendar, prepared in consultation with the committee
- Writes and presents the annual report on the activities of the PTA
- Supports other officers, committee members and parent volunteers

Treasurer

- Manages the PTA bank accounts, and liaises with the bank as necessary
- Maintains a record of income and expenditure
- Ensures the committee is aware what funds are available, and that money is spent as agreed
- Makes agreed payments online and by cheque (cheques co-signed by another officer)
- Performs the Treasurer function for activities and events (working with the event organisers on the budget, arranging floats, counting the takings, paying expenses, banking the cash and producing an income/expense report, as appropriate)
- Prepares the annual accounts and Charity Commission return
- Supports other officers, committee members and parent volunteers

Secretary

- Makes meeting arrangements and assists the Chair to set the agenda for PTA meetings and the AGM
- Prepares and distributes documents as required for PTA meetings
- Takes and publishes PTA meeting minutes
- Prepares class rep emails as required to publicise PTA activities
- Supports other officers, committee members and parent volunteers

Head of PR & Social Media

- Posting regular updates on our social media pages (Facebook, Instagram, PTA Website) to keep parents informed.
- Creating fun and engaging content like blogs, short event reels and event promotions.
- Working with the PTA team to create engagement to help fundraising events and sponsors get plenty of attention.
- Answering questions and messages from parents and helping to build a friendly, active community.
- Making sure everything we share is in line with the school's values and safeguarding policies.

Head of Grants & Sponsorships

- Researching and applying for grants to support school initiatives and PTA projects.
- Building relationships with local businesses and potential sponsors to secure funding and in-kind donations.
- Working closely with the PTA team to identify funding needs and opportunities.
- Writing compelling funding proposals and sponsorship requests.
- Keeping track of applications, deadlines, and reporting requirements.
- Promoting successful funding and sponsorships to acknowledge supporters and encourage future partnerships.

Ordinary Committee Member (up to 18)

This role does not require as much time as the Officers' roles and can flex around individual availability, but is nevertheless a commitment to engaging with the development and execution of the PTA's plans.

- Contributes to ideas and plans for the PTA calendar
- Discusses and votes on how to spend PTA funds (usually on funding requests from the school)
- Leads and/or actively helps out at PTA events
- Encourages parents to engage with PTA activities and volunteer for events
- Attends PTA meetings and AGM

Other responsibilities currently shared out, largely between officers but subject to discussion and change:

- Council liaison (e.g. lottery licence applications & returns, TENS (event licences) applications)
- Communications: Social media (Facebook, Twitter, Instagram), Newsletter, Friday Flyer, new parents' information, PTA-events website, school website PTA page
- Health and safety: conducting risk assessments prior to events, arranging first aid cover (e.g. St John's Ambulance) for events, preparing and displaying safety signage for events, liaison with insurance providers/purchase insurance as required, H&S representative at each event
- Sponsorship co-ordination
- Second hand uniform sales co-ordination

Non-Committee

PTA Champions

Parents and carers who wish to get involved in supporting PTA activities, but who do not want or are not able to join the committee, can join our PTA Champions group. They may be considering standing for election in future or simply wish to engage more with the school community. PTA Champions can support the PTA in a variety of ways: by promoting events and activities, volunteering (and encouraging others to volunteer) at events, contributing suggestions and informally gathering ideas and feedback from other parents/carers.

Class Reps

Class reps are recruited by the school, and are recognised as an important direct communication channel between the PTA Committee and parents. They pass on information from the PTA to their classes to promote PTA events and activities, and feedback from parents to the PTA committee.