**Albrighton Primary School and Nursery**
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Dear Parents and Carers,

Thank you to everyone who attended our recent PTA coffee afternoon. Your interest and support mean a great deal as we work together to strengthen our school community.

We are excited to announce that we wish to form a new Parent Teacher Association (PTA). A PTA is an official organisation that operates under a constitution. If the PTA raises over £5,000 in a year, it must also register as a charity with the Charity Commission. This ensures transparency and compliance with legal requirements.

Having an active PTA is essential. It allows us to organise fundraising events and activities that provide valuable resources for our children, as well as fun and engaging community-building events that bring families together.

Our next step is to hold the first formal meeting, where we will appoint key committee roles. These roles are vital for the PTA to function effectively. We understand that not everyone can volunteer at events such as discos or fairs, but you may have skills that suit a more formal role. For example, if you have a financial background, you might be an excellent candidate for Treasurer.

Below, you will find descriptions of each role. If you would like to nominate yourself for any of these positions, please use the link provided here: PTA Vacancy- Registration of interest – Fill in form

**Roles:**

### Chair

**The Chair leads the PTA and ensures everything runs smoothly. They:**

- Organise and chair meetings.
- Make sure everyone has a chance to speak and decisions are fair.
- Work closely with the school to agree on projects and priorities.
- Represent the PTA at school events and act as the main contact for parents and staff.

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### Vice Chair

**The Vice Chair supports the Chair and steps in when the Chair is unavailable. They:**

- Help plan events and meetings.
- Share responsibilities to keep things running smoothly.
- Often take on special projects or lead sub-committees.
- Provide continuity if the Chair steps down.



## Secretary

**The Secretary keeps the PTA organised and informed. They:**

- Take notes (minutes) at meetings and share them with members.
- Handle correspondence, emails, and official documents.
- Keep records of decisions and maintain contact lists.
- Help with meeting arrangements and sending out notices.

## Treasurer

**The Treasurer manages the PTA's money. They:**

- Keep accurate records of income and spending.
- Prepare simple reports for meetings so everyone knows how funds are used.
- Make sure money is banked safely and bills are paid.
- Work with the committee to plan budgets and ensure funds are spent wisely and in line with the objectives of the constitution.

The meeting will be held at school on Thursday 15th January at 5pm. At the meeting, we will discuss the process and hold a vote to appoint these roles. Every parent or carer present will have the opportunity to vote. If we unable to fill these roles then we unfortunately cannot have a PTA.

Thank you for considering how you can contribute. Together, we can make a real difference for our children and our school community.

Kind regards

Karen Tearle