



# Stamford Green Primary School



## Stamford Green Primary School PTA

### Welcome to Stamford Green Primary School!

This information has been compiled by the PTA especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-wracking starting at a new school and there always seems to be so many questions to ask. This booklet aims to provide you with information about our *Parent Teacher Association (PTA,)* which forms a major part of school life.

### Why do we have a PTA?

We are fortunate at our school to have a PTA that is and has been an integral part of the school community for many years. In its time the PTA has raised many thousands of pounds, which have been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our PTA however, is about much more than simply fundraising! It exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the Committee members or our many valued helpers.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the PTA when their child joins our school.

The PTA is extremely conscious of the welcoming and inclusive ethos of our school, and we try very hard when organising and planning events to respect this. Not all of our activities are run as fundraisers. For example, we supply all children with ice lollies on sports day, and events such as the Christmas Disco and Film Day make very little money but are hugely enjoyed by the children.

### Charitable status

Charity law requires voluntary organisations, such as ours, with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PTA and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

## **Role of the Committee**

Our PTA committee consists of four Officers: Chair, Vice Chair, Treasurer and Secretary. We also have a number of other roles, such as Purchaser, and all roles are for a three year period. The current Officers are:

Chair – Leigh Fleeman

Vice Chair – Jo Page

Treasurer – Jon Tasch

Secretary – Eleanor Oldham

The Committee meet on a regular basis usually once or twice per term, with smaller working groups meeting as necessary when we are planning larger events.

## **Annual General Meeting (AGM)**

Our Annual General Meeting is held at the beginning of the academic year and provides an opportunity for all parents to come along and hear in more detail about the work of the PTA, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new committee members and class representatives.

## **Class Representatives**

Our class representatives undertake a very important role. There are usually one or two representatives per class who provide a link between individual classes and parents and the PTA committee. The support from class representatives is vital when it comes to organising our main events from selling tickets to organising rotas of help. We really could not manage without them.

If you are interested in joining the committee or acting as a class representative or PTA volunteer, please do not hesitate to talk to a member of the Committee.

## **How we raise money**

Like most PTAs, the majority of our funds, are raised through the events that we run. Some of our most popular events are a family Fireworks Display, the Summer Fun Day, Christmas Market, Quiz Night for parents, Children's Film Day and Christmas Disco, and a Race Night for all the family. Over the course of a year, we usually raise around £12,000.

We raise money in other ways too. Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

## **Gift Aid**

In the past Gift Aid has boosted our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 28.2p in every pound that you donate to our PTA. The procedure for this is very simple. We ask our parents to sign the declaration form in your information pack (this only has to be done once whilst you are at school) to confirm

you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support the PTA with a cash donation or if you support a sponsored event, the PTA can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We do not, and are not required to divulge any personal information to the HMRC from your completed forms.

If you are a UK taxpayer, please complete the declaration form in your information pack. If both parents are taxpayers, please request another Gift Aid form from our PTA Treasurer or copy the one you have.

### **Company matched giving**

Company matched giving is a very simple. Companies or businesses pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee(s) donates or fundraises for us. We have been helped enormously in the past by this type of donation.

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the PTA officers.

### **How we spend the money we raise**

Following a fundraising event the money is banked straight away. It is at our PTA Committee meetings, in consultation with the school, that the decisions on how to spend the money are agreed.

Usually, Mrs Druce and the children will have a 'wish list' of items that the school would like us to consider funding. Either Mrs Druce (Headteacher) or Miss Swann (Deputy Headteacher) attends every PTA meeting.

The children are also frequently consulted about what they would like us to spend our funds on, usually through the School Council which comprises of elected pupils from each class.

At other times the money will be used for resources to improve a particular area of the curriculum or school environment. The PTA funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else.

Of course there have been times when we have been fundraising for a large project. In the past, we have supported the building of the outdoor classroom on the playground, as well as supplying thirty laptop computers. Our current project is the all-weather sports pitch which will provide facilities for our children as well as the wider community.

However, whilst saving for these, we have still managed to find funds for smaller items, such as hand held visualisers for each class as well as dance workshops; all thanks to the generous and continued support of our parents.

### **How we get information to you**

PTA bulletins are usually sent home via the school's parentmail system and are also uploaded to the school's website. The letters include information on forthcoming events and dates, plus requests for assistance when we are planning large events. Following a PTA event, we always write to let you know how much was raised, and if we can, we will tell you what the money will be spent on.

### **How you can get involved**

There are lots of ways you can help and support your child through the PTA.

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

If you would like to be more involved you can volunteer to be a Class Representative or Committee Member. Or you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.

Thank you for taking the time to read our letter. We hope you now know a little more about your Parent Teacher Association (PTA). On behalf of all the pupils, we would like to thank you for your very valuable support, which enriches their learning experience and makes their time in school so enjoyable.

Finally, please don't hesitate to contact me or any of the Committee, if you have any questions. You can telephone me on 07714 23494, email me (address is below) or leave a note in the black PTA box next to the school office.

Kind regards,

Leigh Fleeman  
Chair of the PTA  
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