



Ashley Junior School

Ready • Respectful • Responsible

Thursday, 22nd May 2025

Dear Parents and Carers,

New PTA team needed for 2025/2026

As you may remember from previous letters, our current Chairperson, Mrs Hazel Cross, will be ending her term of office in September 2025, at the AGM (Annual General Meeting). She will have been Chair of our PTA for six years and we are very grateful for her commitment to our school community during this time.

In order for the PTA to continue to operate, we would very much welcome new volunteers to take on these official roles (see overleaf for more information):

- Chairperson
- Treasurer
- Secretary

In order to set-up a new PTA team, we need interested people to take part in **all three** of the following activities:

1. **Attend the final PTA meeting of this year – 5.00-6.00pm Tuesday 3rd June**. This will be an opportunity to be part of the 'handover' process, as per our PTA constitution. If you are unable to attend, please send your apologies via the school office, in person or via email;
2. **Submit an 'Expression of Interest form' by 12pm Friday 4th July**, to indicate that you wish to be considered for the roles of either Chair, Treasurer or Secretary. You will also have needed to have attended the meeting (or have sent apologies) on 3rd June. These forms *must* be completed on time; late submissions will not be considered. Expressions of interest will be shared by me at the AGM and voting will need to take place;

CLICK HERE TO COMPLETE A FORM: <https://forms.office.com/e/CLFTKYEtHc>

3. **AGM (Annual General Meeting) Wednesday 10th September 6.00 – 7.30pm**

During this meeting the current Chairperson will share the PTA report for 24/25, and will officially step-down from their role. Those who have followed due process by completing the 'Expression of Interest' form will have their information shared by me with all those attending. If I consider that the forms indicate that candidates *are* suitable for the roles requested (as per the PTA constitution), a vote will then take place to set-up and confirm the new official PTA roles for Chair, Treasurer and Secretary.

We are very keen to get a new PTA team up and running. If you think that this is your chance to give it a go, then please follow points 1 – 3 above. Thank you for your support!

We looking forward to seeing lots of you at the final meeting of this year on June 3rd at 5.00pm.

Kind regards

C. Bartolomeo

Headteacher and DSL

What are the main roles and responsibilities of a PTA committee?



PTA chair

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

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account

At the AGM

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic

PTA treasurer

The treasurer controls the PTA funds in line with the committee's decisions. They make sure upcoming events are affordable and profitable, and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Implements procedures for making payments and claiming expenses

At the AGM

- Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers

PTA secretary

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum and keeps records

At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators and Accurate writers

Support us

