

Dear parents and carers,

Although we were sad to see just only one parent at our PTA Coffee Morning on Friday, we do understand how busy life is with work, family, and everything else on your plates. However, we really do desperately need some helping hands, not only as volunteers but also in some of our core roles to help us continue with the work that we plan to do to raise money for the school and also provide our children with fun and memorable experiences. So, this is serious call for volunteers to step into our core PTA roles from September 2026, and so to use this year to work alongside us. Without this support, the PTA won't be able to continue, which would sadly mean no school discos, fairs, or special events for the children and no money raised for the school.

We don't want the children to miss out, and we know how much joy these events bring. That's why we've outlined the roles and what's involved ahead of our PTA AGM on Monday 29th September, so you can see exactly what's needed. Please do come along - even if it is just to listen - and please think about whether you could take on a role (or share one with a friend!). Every bit of help makes a huge difference, and together we can keep these lovely opportunities continue for the children.

To show you it really *is* possible, we wanted to share a little of our own experience.

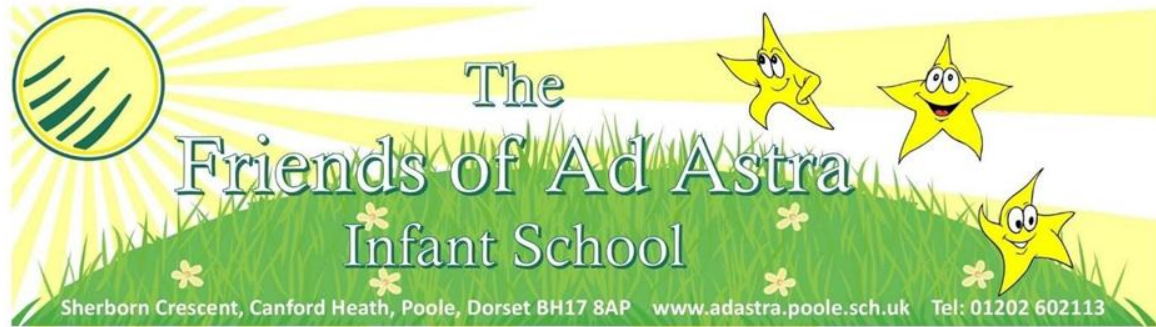
### **My story (Carmen, Chair of the PTA)**

I am a speech and language therapist, working four days a week. I have two children who do multiple clubs, I am visually impaired, and I don't drive. Yet I've still managed to be an active PTA member for five years - including Chair for the past two.

I'll be honest: the role can sound daunting at first. But, I promise it's manageable and genuinely rewarding. Yes, there have been moments of stress when it seemed like an event might not go ahead because we lacked volunteers - but with perseverance, it always works out. I'm very fortunate to have had a strong core team to rely on. And in the end, it's always worth it when you see the children's happy faces.

### **The role of Chair (the biggest role, but still manageable):**

- Attend termly meetings with the school to arrange event dates
- Make sure there are enough volunteers for each event
- Ensure events have what they need (snacks, squash, resources, etc.)
- Do some online shopping for Christmas event gifts



- Source Easter eggs and other requested items (there's a list 😊)
- Authorise online payments with the treasurer
- Arrange stalls and organise the Teddy Bears' Picnic and Fair
- Organise Year 2 leavers' gifts and cupcakes
- Attend the annual TEACH Trust finance meeting

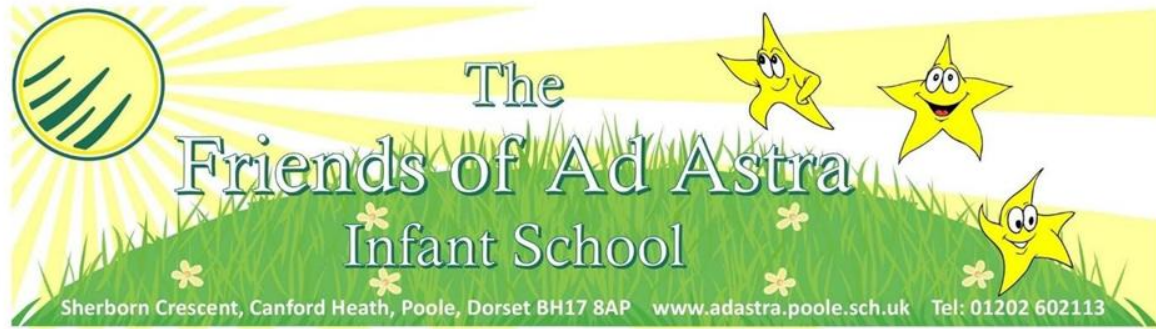
### ***My story (Sarah, Treasurer of the PTA)***

*I work 30 hours a week (usually over four days). Like Carmen, I also have two children who do multiple clubs. I had the same thought that some of you probably have when you think about taking on an official role, 'How will I be able to do it between everything else?' and at first it was daunting but, once we set up online banking (previously we were using cheques!), it began to be really simple. Below are some of the tasks I undertake. I would say that I spend around an hour a month doing these (in total).*

### ***The role of Treasurer:***

- *Keep track of the bank account (usually checking it a couple of times a month) via the online banking app*
- *Raising online payments (to be second approved by the Chair)*
- *Keep a spreadsheet up to date with all income and outgoing expenditure as well as a breakdown of each event costs and profits*
- *Ensure events have any relevant cash floats they need (withdrawing from Natwest bank in Poole)*
- *Attend the annual TEACH Trust finance meeting and prepare a simple one page summary of the year, including which events made the most, which weren't as successful etc - using the spreadsheet helps put this together*

*The ideal situation would be to have someone to work with me this year to allow a full handover, so the feeling is not daunting at all come September 2026.*



### *My Story (Jay, Secretary of the PTA)*

*I have a confession: when I arrived at the PTA AGM two years ago, my son had just started in EYFS and I had no idea what a PTA actually did. (In case you're in the same boat: we're a registered charity, and in a nutshell, we do two things — raise money to spend on fabulous extras that enhance the school, and organise fun events for our children.)*

*I left that meeting as Secretary, wondering how on earth I was going to manage it! I usually work four days a week — sometimes more — and those days can vary, so juggling childcare and after-school clubs already felt like enough of a challenge.*

*The most demanding part of the role, in my experience, has been organising the raffles (which doesn't have to fall under the Secretary role — that was an extra I took on).*

*One of the great things about being Secretary is that, apart from the meetings, most of the tasks can be done at a time that suits you — it's a good excuse to finally sit down with a cuppa!*

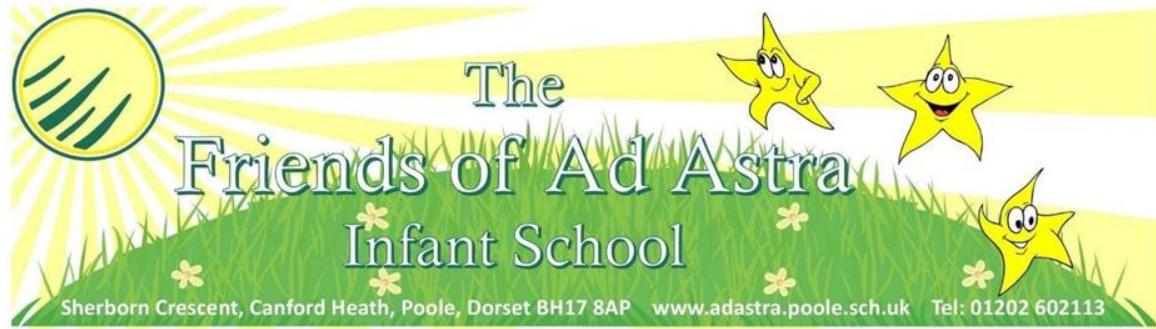
### *The role of Secretary:*

- Attend termly meetings with the school to arrange event dates*
- Keep meeting minutes & send to the headteacher and committee*
- Maintain PTA calendar and schedule for letters (can simply amend existing schedule spreadsheet)*
- Create PTA events on the bookings website*
- Prior to events, download bookings and send list of attendees to the school*
- Source donated prizes for 2 raffles, and other events during the year*

### *General volunteers.*

*As always, we really value any support you can give us big or small, as without the help of everyone the events would not happen:*

- Wrap present at Christmas (at school or home)*



- Help in the Christmas shop for a morning
- Be an elf in Santa's grotto for one day or part day
- Support at discos and movie nights
- Be a mascot during Walk to School Week
- Man a stall at our Teddy bears' picnic and fair
- Make balloon arches
- Serve tea and coffee at some events

If you have any further questions please do not hesitate to email:  
[adastrapta@gmail.com](mailto:adastrapta@gmail.com)

We look forward to seeing you at our AGM on 29 September 2025. Please, please do come along and support us.

Thank you

FOAA PTA