



# NEW SWANNINGTON PRIMARY SCHOOL

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Headteacher: Mrs Judy Ramsell

## Parent Teacher Fundraising Association (PTFA) Terms of Reference

The Parent Teacher Fundraising Association (PTFA) is an organisation of parents/carers and staff. Its role is to encourage closer links between home and school.

PTFAs are best known for their fundraising work, but they have a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

### How is the PTFA organised?

Like most schools, all parents/carers and teachers are automatically members of the PTFA and are welcome to all general committee meetings; the dates of which will be communicated to all our families. At this meeting a committee is elected to run the PTFA consisting of a Chair, Vice-Chair, Treasurer and occasionally a Secretary.

The PTFA committee usually meet once or twice a term to organise individual events.

### Aims of the PTFA

1. To enhance the education and wellbeing of the children at NSPS by providing or supporting provision of facilities and resources through fundraising.
2. To promote positive close co-operation and communication between parents/carers and school staff.
3. To provide activities and events to support and enhance school resources.

It is not the purpose of PTFA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines ie. Parent Forum.

School management/operational procedures; curriculum or timetabling; staff selection and appointment; school hours or holidays and management of budget all fall outside the remit of the PTFA.

### Potential Activities

#### *Communication*

One of the primary roles of the PTFA is to build strong relationships among teachers, staff, students and the community at large. Relationships are built through communication. PTFAs typically manage events and meetings to promote communications.

#### *Fundraising*

PTFAs help raise much needed money by organising and managing various fundraisers throughout the year.

The money raised by the PTFA is used to promote educational opportunities such as IT equipment (whiteboards, computers), sports or school equipment and other classroom supplies and materials.

PTFAs tend to raise money through events such as Summer and Christmas Fayres, Discos, and Quiz Nights etc. However, there are other opportunities to raise donations such as Cake Sales, sponsored activities or business partnerships.



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### *Organising Social Events*

Social events which provide an environment to promote learning and celebrate the children's and wider school achievements form another part of PTFA activity such as supporting sports day etc. Events like these provide an opportunity to bring the whole school and wider community together.

### *Consultation and Governance*

The PTFA committee must keep the Headteacher and Governors informed about activities and key decisions through meetings between the PTFA Chair, Headteacher and the Chair of the Governors (if deemed appropriate).

Minutes and a record of notes from PTFA meetings should be maintained and shared following meetings.