



In the light of God we care, we share, we laugh, we learn

St Chad's Church of England Primary School

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St Chad's PTA

Monday 22nd March 2021

Dear Parents / Carers

We hope you are keeping well.

Before Christmas we wrote to you with regards to the PTA meeting held on the 8th December. This meeting was held to discuss driving the PTA forward, in particular about increasing diversity and inclusion. Thank you again to all those who came along and took part in the discussion. We took an action to send an update in January, however with the challenges of the most recent lockdown, this was delayed. Please accept our apologies for the delay.

The main areas discussed at the meeting were as follows;

- Breaking down misconceptions and being clear about the purpose of the PTA
- Improving communications in all aspects of the functioning of the PTA
- Reviewing the operations and processes of the PTA

We would like to take this opportunity to provide more information and plans on each of the points above.

The PTA: Purpose

Every parent/carer and staff member of St Chad's Primary is a member of the Parent Teacher Association (PTA). The PTA objective is to advance the education of pupils in the school by;

- developing relationships between staff and parents/carers
- engaging in activities that support the school and education of the pupils
- provide funds and items to enhance the curriculum at St Chads

Misconception / Improving the communication / Changes in the PTA processes

Some of the feedback that was received was around the perceived 'closed shop' of the PTA, this in part is due to the communication/transparency not being as effective as it could be. To improve this communication/transparency, we are proposing the following:



- A time limit on how long the PTA committee (Chair, Treasurer, Secretary) will be in position. Each position will need to be re-elected after 1 year and we would strongly advise against one person serving in a role for more than 2 consecutive years. The roles will be advertised each year, ahead of the AGM, for people who wish to apply to be able to do so. Please note if you cannot attend the AGM this does not exclude you from offering to undertake one of these roles.
- PTA Class Reps will also ideally serve for 1 year only, before handing on the role to new volunteers. Whilst the preference is for an annual change of volunteers, if the Rep would like to volunteer again and no other volunteers come forward, then they are free to continue with a second term.
- We would like the PTA Class Rep to become more than a message forwarder on WhatsApp. Whilst this is a valuable method of communication, it is easy for messages to get lost and we recognise that not all members of our school community choose to use WhatsApp. Feedback has recommended face-to-face communication is a much more effective way of getting support for events. We recognise that not every parent/carer is in the playground everyday, but hopefully with a couple of reps per year group, along the WhatsApp group, everyone will have the opportunity to feel part of the PTA.
- There were concerns that ideas for PTA fundraising events and initiatives were being suggested by parents/carers but were not being fully discussed in PTA meetings. To specifically address this, a new process will be introduced. The proposed process is for a simple suggestions form to be created. This will allow suggestions to be added to the agenda of a PTA meeting for discussion, and for the parent/carer to be part of that discussion, if they wish. During the meeting, the discussion will be minuted and feedback will be given. This will detail next steps, should the idea be something to progress, or reasons as to why it won't be taken forward/put on hold. Once this suggestion process has been finalised, further information will be sent. In the meantime, should you have any ideas on fundraising, please send an email to the PTA email (PTA@stchadsprimary.net).
- There was also specific feedback on the lack of transparency for funding requests and decisions made on these. There has been some progress made on this since the meeting. There is now a funding request form which will be completed for any funding requests, either from the school or from parents/carers. Funding requests will be discussed and voted on at PTA meetings and feedback/questions from parents/carers will be invited by email in advance of the meeting, if they are unable to attend. Attendance by zoom may also be possible if a parent/carer is unable to physically make a face-to-face PTA meeting. Feedback will be given for any funding requests that are rejected.

We recognise that the group of people currently active in the PTA is not representative of the diversity or people in our school community. We hope that as we seek to make changes to improve our communication, transparency and processes, we will move towards a position where every member of our school community feels able to be an active and valued part of the PTA, should you wish to get involved.

One thing that does not change is that the PTA can only function with the input of parents/carers willing to donate their time and energy. We hope that the changes we make will encourage people to come forward and offer some of their time, from an hour or so at an event (or in the run up to), to offering to become a face of the PTA in the playground, attending meetings or even taking on one of the committee roles. Please do not feel that you can't come along to a meeting, we would love to see more of you there, we would like all our communities at this wonderful school to be represented and bring ideas to the table.

We recognise that people are under a lot of pressure at the moment and we have not been able to meet as a PTA as regularly as normal. We should have had our PTA AGM by the end of March, however we have delayed this, with the agreement of the trustees, until October. This will hopefully allow for the AGM to be face-to-face and will also give time for parents/carers to be more informed about committee and Class Rep roles before these are voted for at the AGM. A lot of what is being proposed above will also require formally agreeing at the AGM.

We also recognise that it is a big ask to take on the role of (co) Chairman, Treasurer, Secretary or Class Rep without seeing what the role involves. Any of the people currently in these roles will be happy to answer any questions and work alongside anybody who is interested in one of the roles. Further information on these roles will follow, but if you would like to find out more now please do get in touch.

Whilst we can't predict the future of when we will be able to hold a fair as a fund-raising event, we would love to organise an event where we celebrate the diversity of St Chads, with different cultures being celebrated – with food, dance, music etc. Please do get in touch if this is something you have ideas for or would like to be involved in.

We will be in touch soon with a date and agenda for the next PTA meeting, at which we will review current funding requests and discuss ideas for fundraising. In the meantime, if you would like to make a funding suggestion, please find attached the new Funding Request Form and guidance notes.

If you have any questions or thoughts on the content of this letter, or any other aspect of the PTA, please do not hesitate to get in touch with us at PTA@stchadsprimary.net

Thank you for all your support and wishing you all the best,

Amy Sprenger and Ian Renard
Co-Chairs