



Elton Primary School & Nursery

School Lane
Elton
Chester
CH2 4LT

Telephone: 01244 667750

Email: admin@elton.cheshire.sch.uk

Website: www.elton.cheshire.sch.uk

Headteacher – Mr Kevin Manning

Our Ref: PARL 1037

27th September 2022

Dear Parents/Carers,

As you may be aware, the school is currently without a PTA after our long-standing Friends of Elton organisers stood down from the role last year.

We are keen to speak with any parents who would be interested in being involved in setting-up the PTA. The key roles would be a “The Chair”, Treasurer and Secretary. Some of the potential tasks involved in the roles are listed below to give you some idea of what they may entail. School staff would help as much as possible with guidance and support.

If you are interested, could you please contact Miss Jackson by emailing admin@elton.cheshire.sch.uk. If we get enough responses we will then look to schedule a meeting where everything can be discussed,

Yours truly

Mr K Manning

The chair

The chair is responsible for ensuring that the business of the PTA is conducted correctly and uphold the PTA constitution

The chair is expected to:

- Lead the PTA.
- Sign approved minutes.
- Organise meetings, including setting the agendas, ensuring they run smoothly and arranging dates.
- Be aware of each PTA member and their responsibilities.
- Curate an annual PTA report.
- Sign cheques on behalf of the PTA.



Secretary

The secretary is responsible for ensuring that the PTA runs smoothly and provides a link between the PTA, school and the wider community whilst dealing with the correspondence for the PTA and liaising with the school office.

The secretary is expected to:

- Deal with correspondence.
- Arrange meetings.
- Prepare and distribute agendas.
- Take, type and distribute minutes.
- Ensure the presence of committee members.
- Sign cheques when required.
- Contribute to the annual report.
- Prepare and distribute newsletters and other communications to parents.
- Prepare publicity flyers, posters, tickets, etc for events.

Treasurer

The treasurer is responsible for maintaining up-to-date records of all PTA financial transactions.

The treasurer is expected to:

- Manage accounts.
- Issue bills and receipts.
- Make payments.
- Prepare and update financial ledgers.
- Complete banking transactions.
- Organise aspects of fundraising.
- Collect money raised from events and report totals to stakeholders.
- Prepare and report financial statements.
- Prepare financial reports for the annual meeting.
- Carry out charity and gift aid registration.

