

Newchurch Community Primary School
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Headteacher: Mrs J Narraway

26th September 2025

Dear Parent/Carer,

Re: Notice of PTA Annual General Meeting (AGM)

We are pleased to invite you to attend the Annual General Meeting (AGM) of the Parent-Teacher Association (PTA), which will be held on:

Date: Thursday 9th October 2025

Time: 6pm

Venue: Culcheth Arms (a little something to eat and drink provided)

The AGM is an important event in our school calendar, providing an opportunity to review the PTA achievements of the past year, discuss future plans and elect the new PTA committee for the upcoming year. Your involvement and support are vital in strengthening the partnership between parents and the school, ensuring the best possible educational experience for our children.

Agenda:

1. Welcome
2. Approval of Minutes from Previous AGM
3. Presentation of Annual Report
4. Treasurer's Report and Approval of Accounts
5. Election of New Committee Members
6. Any Other Business



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We warmly encourage all parents to attend and participate. Your ideas, feedback and contributions make a significant difference to the success of our school community. Although this letter feels a little formal, the PTA is not at all like that, we are one big family with the children at the heart of everything we do.

Key officer roles include:

Role	Outline of Role	Key responsibilities
Chair	The chair should work closely with the treasurer, secretary and appropriate school staff (Headteacher, Deputy Headteacher and office staff primarily but also other staff members involved in PTA events and projects) to ensure that the PTA is run effectively. The main role of the chair is to lead regular meetings and oversee the running of the annual fundraising events.	Provide leadership. Run the meeting (at school every half term) in line with the agenda. Sets the agenda for the AGM and regular PTA meetings. Welcome and involve new members. Write regular newsletters in cooperation with the secretary. Sign cheques for the PTA with one other committee member. Providing leadership for the committee Write the annual chair's report
Vice Chair	The vice chair supports the chair in providing leadership for the committee, helps set the agenda for the meetings and helps manage meetings in line with the agenda. The vice chair deputises for the chair when necessary and is in a good position to make suggestions, often privately on approaches to organisation and operation of the PTA. The vice chair supports the chair in all aspects of their role and ensures that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.	Support the Chair in providing leadership. Chair any meetings that the Chair is unable to attend. Liaise with the Committee and Sub-Committees organising events. Prepare Meeting Agendas in consultation with the Chair. Make suggestions on strategy and policy. Welcome and involve other parents into the PTA. Prepare, with the Chair, the Annual Report for the AGM.
Secretary	The secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the School. The secretary deals with all the correspondence that the PTA receives and helps the chair ensure that committee meetings run smoothly. Building up a good relationship with the school, the secretary will help make sure that correspondence, sent to and from the school, is passed onto the correct PTA member promptly.	Deal with correspondence. Send email to committee to confirm date of meetings Prepare agendas along with the chair. Take minutes at meetings. Write up the minutes of meetings, hopefully within a week timeframe. Distribute minutes to all the committee members, school liaison and office for newsletter update. Co-sign cheques as required. Write the annual report with the chair. Prepare and distribute newsletters and other communications to parents. Prepare flyers, posters, tickets, etc. for events and distribute as necessary.



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Treasurer	The role of the treasurer is to manage and control the funds the PTA raises. The treasurer should record all income and expenditure, details of the amounts received and spent, and have the information available for every committee meeting plus: the balance of funds committed expenditure income, expenditure and profit from each event held.	Maintain the financial records. Prepare and co-sign cheques as required. Report income and expenditure at meetings. Count and bank monies. Liaise with the bank. Charity registration and Gift Aid. Regular and other payments. Draw up the annual accounts. Committee members ordinary committee members work alongside the officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the officers of the PTA in ensuring good communication with the rest of the school, encouraging participation and enthusiasm for the events organised by the PTA.
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Other roles:

Committee Members	Committee members are responsible for event planning and facilitation. They coordinate with the key committee members and make small decisions within the PTA. They can form small separate committees for planning an event such as the summer fete. All committee members should aim to attend every PTA meeting and have an active role in the decision-making process within the PTA.
Parents/Carers	Parents and Carers of children at the school are automatically members of the PTA. The PTA committee informs them of the events and projects that are due to take place. Members participate in, and benefit from, the events run by the committee. They may attend PTA Meetings, but they cannot vote on decisions made by the committee. All parents and carers are encouraged to help out at the fundraising events. Information on help needed is usually provided by committee members or via the school communication systems and Facebook in the run up to events.
Class Representatives	Class representatives ensure good communication with the parents/carers of the children and teachers of their class. They may run small projects for the school linked to their year group, organise stalls and helpers for events and Christmas fairs and help out where they can with PTA events. Key responsibilities include: • Provide feedback and ideas from class to the PTA Committee. • Welcome new parents to the school and linking to class WhatsApp • Help out at and recruit volunteers for PTA events. • Celebrate the success of the PTA.

If you would like to put yourself forward for one of these roles, please complete the following googleform by Monday 6th October 2025: <https://forms.gle/vCHdD15sLibiBidaA> We will then send a paper copy for you to sign and ask someone to sign to second your nomination.

Thank you for your continued support, and we look forward to seeing you at the AGM.



Warm regards,

Jayne Narraway

Headteacher



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