



St Joseph's
Catholic
Primary School

PTA Newsletter

September 2024



Welcome back!

Dear Parents,

Welcome back! We hope you all had a wonderful and relaxing summer break with plenty of time to recharge. As we return to school, we're excited and energized for a great year ahead, full of new plans, fun events, and memorable moments.

We look forward to your continued support and participation as we work together to make this school year a fantastic experience for all!

Warm regards,
Katerina, Liz, Rhian, Harriet.

Election of PTA committee 2024-2025

As you might know, every new school year we need to elect a new PTA committee and year representatives. We will hold our elections during our AGM Tuesday 1st October- 3:30-5pm in school.

While every parent with children at our school is automatically a member of the PTA, we also require a dedicated committee to help plan and organize our activities and events.

If you are interested in being part of the 2024-2025 PTA committee or want to be a year rep, please contact us via our email ptastjosutton@gmail.com or speak with one of our current year reps.



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PTA ELECTIONS

PTA committee roles and responsibilities

According to our constitution we need a chair, a vice chair, a treasurer and a secretary. Except the secretary, all other roles must be filled by a parent.

PTA chair

Leads the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account

PTA Vice chair

Working close with the Chair, helps by sharing the load of work and chairs in meetings when Chair is not available.

PTA treasurer

The treasurer controls the PTA funds in line with the committee's decisions. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Implements procedures for making payments and claiming expenses
- Gets accounts audited where necessary



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PTA ELECTIONS

PTA secretary

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

Year representatives

Year representatives play an essential role in communicating important information and announcements on behalf of the PTA and recruit volunteers for events as well as volunteering to help plan and run stalls in events.

Year reps responsibilities

- Passing on information from the PTA to other parents in their child's class
- Sharing PTA fundraising events via their year What's up groups and making it clear how people can get involved
- Coordinating volunteers to help with fundraising activities
- Attending the AGM and PTA committee meetings when possible
- Seeking feedback from parents on PTA events or school funding requests
- Encouraging parents to support the PTA

PTA committee and year reps



PTA Committee

Chair – Katerina Velliou
Vice Chair – Liz Concannon
Treasurer – Rhian Dent Smith
Secretary – Harriet Goddard

PTA Class Reps

FYM: Suzie Barraclough
FYBS: Rachel Hammond
Y1S: Harriet Goddard / Jo Miles
Y1L: Lisa Thorp
Y2K: Catherine Biddle
Y2E: Sugandha Kataria
Y3G: Kate Woodall / Katerina Velliou
Y3J: Doyin Ogunsolu
Y4L: Liz Concannon/Harriet Goddard
Y4R: Anna Crowther / Rachel Dennis
Y5W: Jo Miles
Y5R: Doyin Ogunsolu / Nicola Kelly
Y6J: Liz Concannon
Y6H: Laura Taylor

PTA future events

- **Tuesday 1st October-
3:30-5pm in school AGM**

Thank you!

We and all of the children would like to thank you all for your voluntary, as and when, your generous support and donations throughout the year – and we hope this summer term will finish the year fantastically.

All PTA work is available and willing to help – no obligation to help at every event!

Follow our Facebook page
<https://www.facebook.com/profile.php?id=61552594640013>

**Please contact us through our
new email**

ptastjosutton@gmail.com