



St Joseph's  
Catholic  
Primary School

# PTA Newsletter

## July 2024



**Happy Holidays!**

Dear Parents,

It is unbelievable that we are already at the end of an amazing school year. We had many successful events, and we hope all children enjoyed them and created happy memories with their classmates. In addition, we collected funds for new iPads, which will be extremely valuable for their education.

We want to say a big thank you to all parents for your help and support. From donating money to helping at events and providing moral support, your presence at school and your valuable feedback have been instrumental in our success. We couldn't have done any of this without you.

We hope everyone will have great holidays, recharge their batteries, and come back ready for more in September.

Warm regards,  
Katerina, Liz, Rhian, Harriet.

### Election of PTA committee 2024-2025

As you 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](mailto:ptastjosutton@gmail.com) or speak with one of our 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 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 WhatsApp 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



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### Summer fair

We would like to say a big thank you to everyone who helped plan and run the summer fair, as well as to all the parents who came to support the event. We hope everyone had a wonderful time and enjoyed the lovely weather.

We are thrilled to announce that we made £2,755 after expenses, which is approximately £1,200 more than last year! Additionally, we have many leftovers that we can use for future events.

During the sports day we held a stall with some of the summer fair leftovers and it was a great success. We managed to make a profit of £343.56.

Thank you once again for your amazing support!



## 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](mailto:ptastjosutton@gmail.com)