



# How to start a PTA

Parent Teacher Associations (PTAs) are the heart of the school community and help to enrich the educational experience for all children. In this guide, you'll find out how to start a PTA in your school - or revamp an existing one - and the ways Parentkind can support you along your journey

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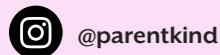
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How can Parentkind support your school with starting a PTA?

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# Introduction

## Harnessing the Power of Volunteers

“The Parent Teacher Friends Association at our school has made a significant impact through its fundraising efforts. The funds raised have been allocated towards a variety of projects that have greatly enhanced the educational environment and resources available to our students. Specifically, we have been able to subsidise trips that would otherwise have been unaffordable; provided rewards and ‘luxuries’, such as a free to all school children silent disco... and they have provided amazing new classroom resources as well; specifically, for our Year 1/2 class and Early Years classes”

– Tom Lumby, Lead Teacher, Milton Abbot School, Tavistock. PTA formed May 2023

With stretched budgets and increasing class sizes, the challenges of delivering quality education can be daunting. There is help at hand: a PTA.

A successful and supportive PTA contributes to improving the educational experience and future opportunities for all the children.

Image by Freepik

# How does a PTA contribute to a school?

*'Our Friends of Woodhey, in their short time of existence have made a significant difference to our school community already. They have galvanised the school community to raise shelters to improve our school community both for students and the local community. The team have created an ethos of working together amongst students and staff in a number of innovative ways...'*

– Dean Watson, Headteacher, Woodhey High School, Bury. PTA formed Sept 2023

PTAs can be an indispensable asset to any school, no matter what the size, phase of education, or local community. PTAs:

**Bridge the funding gap:**  
The average PTA can raise up to £10,000 per year. In fact, our PTA members collectively contribute more than £130 million to their schools across England, Wales and Northern Ireland

**Qualify for grants and match funding to support your school:**  
PTAs with registered charity status can apply for grants and match funding for projects that may otherwise be inaccessible to educational establishments

**Implement events and projects to engage families in children's success and school improvements:**  
PTAs often fund items such as school libraries, outdoor learning areas, educational materials, sensory rooms and school renovation projects

**Partner with other community organisations:**  
Through sponsorships, discounted or donated goods and donations of time and labour, PTAs form lasting relationships with community organisations which can enhance the school

**Engage the local community:**  
Through hosting events which appeal to both students and local community members, PTAs widen the supporter base of the school

**Effectively communicate with families:**  
PTAs are run by parents and staff at your school, making them experts at communicating with other parents which increases family engagement and volunteerism

Money,Business-and-finance,School,Heart,Family icons created by Freepik - Flaticon, Icons created by Pixel perfect - Flaticon

# How PTAs spend their funds

From our **Annual Member Survey**, we know the massive positive impact PTAs can have supporting their school!

In 2022, PTAs spent their funds on:

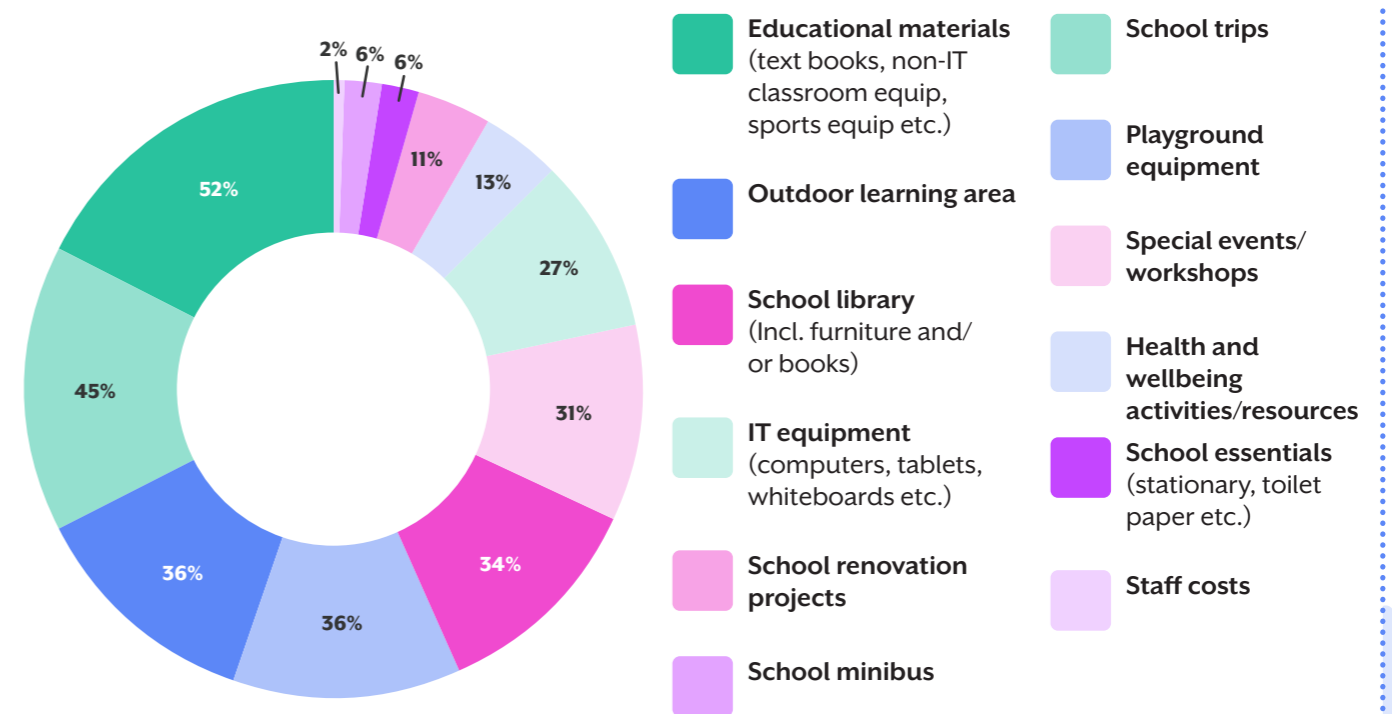


Image by iStock

# PTA Mythbusters

Everyone has preconceived ideas about PTAs, but these rarely tell the whole story. We want to debunk those myths to show the true impacts PTAs have on their school and children!

*'Our PTA has made an invaluable and significant contribution to the school community in a short space of time. Since September, the dedication of the committee and additional volunteers has been outstanding; their approach in putting the children at the heart of all they do has provided memorable experiences and opportunities for our children and families. The most significant achievement so far is their role in strengthening a supportive community around our children... raised our profile in the local community. I cannot express my gratitude and praise enough'*

– Michele McGettigan, Headteacher, St John Rigby Catholic Primary School, Bedford.  
PTA formed Sept. 2023



## The headteacher has to run the PTA but doesn't have the time

PTAs are legally autonomous and are run by a group of volunteers within the bounds of its constitution. Whilst this can be a headteacher and they can sit on the committee, this does not have to be the case. In fact, whilst the majority of PTAs have a positive working relationship with their headteacher, they are not required to be on the committee.

## The school will be responsible if the PTA makes mistakes

No, the school will not be responsible. PTAs are legally separate organisations to the school and are responsible for their own mistakes. Similarly, any complaints should be directed to and dealt with by the PTA committee.



## PTAs will be able to come and go around the school as they like and get involved in operational matters

Whilst the PTA may need access to the school grounds to set up events or access any storage space they may have, this should be discussed with the school well in advance, so that agreed plans or allocated times are in place. PTAs do not have authority to involve themselves in operational matters: these are for the school alone.

## The school will have to pay for a DBS or EDBS for all committee members

Whilst it is best practice for PTAs to have a set of safeguarding procedures in place and guidelines for volunteers to follow, which can be developed with guidance from the school, there is no requirement for everyone to have a DBS or EDBS if they do not engage in regulated activity. Most PTA activity is unregulated, and similarly regulated activities supervised by an EDBS holder would not necessitate PTA members to hold an EDBS.

A regulated activity, as defined by DBS Checks 'is one that involves direct, unsupervised contact with children on three or more occasions within a 30-day period. Any role that is classed as a regulated activity will need an Enhanced DBS Check with barred list check'.

## PTAs will have access to pupil's data

PTAs will not have access to pupil's data, unless the school has consent to share data with the PTA and must conform to the school's privacy policy like everyone else. PTAs may collect their own data but this must come directly from parents themselves having given consent. PTAs must ensure that all GDPR guidelines are met.

## The PTA can fundraise for the school and increase our budget

Whilst PTAs can fundraise for equipment the school has asked for, they cannot fundraise directly for the school or in ways which do not align with their constitution. Any funds PTAs raise belong to the PTA to be distributed in a way the committee votes for. PTA committee members are legally responsible for funds raised, which should be held in a PTA bank account with at least two signatories.



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# How to start a PTA

*'Ballysally PTFA was formed in June 2023 with 7 trustees stepping up to the gauntlet in helping school raise funds. Remarkably, in their first year they raised over £4,000. Ballysally PS is located in an area of social deprivation, so this £4,000 represented much generosity of spirit. However, the finances were not the important element for me as Principle. It was the fact that the trustees fostered such a sense of 'team' in their meetings where they were willing to share the load with each other, have some fun, but keeping their eyes on the real reason why we were meeting – a community working together supporting our children'*

**Geoff Dunn, Headteacher, Ballysally Primary School, Coleraine, NI. PTA formed June 2023**

Image by FreePik

## Follow our 8 steps to creating a successful PTA

### 1 Getting started

Speak to your Board of Governors, SLT and staff about your plans to start a PTA. Getting them on board and involved from the beginning will help with the PTA start up. Ask a staff member to be the 'school champion', who will be the school's representative, liaising between the school and the PTA.

### 2 Opinions matter

Canvass your parents to find out what interest there is in forming a PTA. Gauging the level of interest right from the start is vital in creating a sustainable PTA. Find out who would be interested in running a steering group with the school and what activities parents would like the PTA to get involved in e.g. fundraising, parent voice, after-school clubs etc.

Most steering group members are likely to go on to form the committee, although once the PTA is up and running, parent members often step into committee roles, alleviating pressure on school staff. All PTA roles are voluntary, whether taken on by staff or parents.

### 3 Association Type

Decide on the type of association, its size and structure of the committee as well as committee responsibilities. A guide to roles and responsibilities are listed later in this [guide](#).

Type of Association	Who can be a member
PTA - Parent Teacher Association	All school staff and parents of children at the school
HSA - Home School Association	All school staff and parents of children at the school
PA - Parents Association	All parents of children at the school
PTFA - Parent Teacher Friends Association	All parents and staff, anyone over 18 years of age that actively supports your association and has been approved as a member by the committee

### 4 AGM

An AGM (Annual General Meeting) is a meeting of the general membership of an organisation. For a PTA the general membership will include all parents with children at your school and others depending on the type of PTA.

An AGM is required by the PTA's constitution and is held to conduct 'business' on behalf of the PTA, such as electing committee members to the main roles (i.e. Chair, Secretary, Treasurer etc.), presenting the Chair and Treasurer's reports, making important decisions and answering any questions from members.

**1 Committee election:** Call an AGM giving 21 days' notice and invite anyone interested in taking on a role on the committee. AGMs should be kept short: your agenda might only include electing your committee, adopting a constitution and deciding what policies your PTA should have. Use our AGM posters and letter template [here](#).

**2 Constitution:** A constitution is an important governing document that sets out the fundamental rules and procedures your committee members must follow when managing your PTA. It's good practice to adopt a constitution when you start your PTA. Parentkind have a model constitution for PTAs in England/Wales and NI, which is available to Parentkind members and has been approved by the Charity Commission for England and Wales and the Charity Commission for NI, making registration easier.

#### The constitution describes:

- the objectives or purpose of the PTA and its powers
- your PTA's membership (who can be a member)
- the size and structure of the PTA's committee and how to elect committee members
- Annual General Meeting (AGM) and Committee Meeting requirements

A constitution protects the PTA by giving it a framework to work within. It ensures that the management systems are appropriate and legal. The PTA should adopt a constitution even if it is not seeking charity registration.

**3 Policies and Procedures:** Policies and procedures will give the PTA more guidance on its day-to-day activities and governance. Model policies will need to be in place if your PTA wishes to register with the Charity Commissions for England and Wales and NI and some grant-funding bodies may require a copy of them when you are seeking additional funding opportunities for the PTA. Parentkind have a selection of Model Policies available to Parentkind members.



## 5 Communicate

Use your school's communication channels to promote the PTA and get more volunteers and attendees at future events and meetings. By using your school's communication channels, you will be endorsing the PTA and showing how valuable they are to the school.



## 6 Bank Account

PTAs are autonomous organisations and the committee members are legally responsible for all PTA funds. They should have their own bank account, with at least two committee members (normally the Chair and Treasurer) acting as signatories on the account. If a member of school staff holds an appropriate position on the committee, they may be one

of the signatories, but the PTA bank account should not be the school's, nor should the school have direct access to the PTA bank account.



## 7 First Event

It's time for your PTA to start planning their first event. It is important that the school is supportive and accommodating of PTA events. Discuss the events they plan to hold and ask what assistance the school can give. We would recommend that the PTA start off with small events and grow them in size over time. We have put together a guide to quick and easy fundraisers that the PTA may find useful when starting out.



## 8 Charity Registration

The benefits of obtaining charitable status include:

- Being able to access funding your school may not be able to on its own
- Being able to receive charitable donations from local and national companies
- Being eligible to apply to grant-making charitable trusts: most charitable trusts will only give grants to groups formally recognised as charities
- Being able to receive donations made through Payroll Giving and Company Matched Giving Schemes

The rules for registering as a charity are slightly different for England/Wales and Northern Ireland.

### England and Wales

Once the PTA has raised £5,000 or over, it is a legal requirement for them to register with the Charity Commission for England and Wales. If the PTA has adopted the Parentkind constitution and not made any changes to it:

- Their application will be fast tracked
- They can register with a yearly income under £5,000

### Northern Ireland

For PTAs in NI, it is currently a legal requirement for all PTAs to register as a charity, regardless of size or income and regardless of whether they've received charitable tax status from HMRC. There's no exceptions or exemptions, and failure to register could result in High Court action against your PTA's committee members.

The Charity Commission for Northern Ireland has appointed Parentkind as a 'Helper Group' and recommends that 'All PTAs contact Parentkind for guidance on registering under its approved common governing document.'

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# Roles and Responsibilities

The key roles of the committee are the Chair, Treasurer and Secretary, but there are many roles you could consider to help manage and run your association.

The following suggestions are not exhaustive, and you may have ideas of your own. The key point is to ensure you have the main roles and meet the needs of your PTA's constitution

Chair

Treasurer

Secretary

## Chair

The PTA Chair directs your committee's meetings, making sure that everyone is involved in the meeting and that their views are heard. They ensure that all committee members are familiar with the association's constitution, model policies (if applicable) and their role and responsibilities as a committee member (and trustee, if your PTA is registered as a charity). The PTA Chair also holds the casting vote when there is a tied vote. This usually defers the decision to the following meeting, allowing committee members more time to consider and discuss the matter. The Chair's role can be held by one person or shared by Co-Chairs. If it is held by Co-Chairs, both individuals are equally responsible for carrying out the role.

### Duties and responsibilities of the PTA Chair:

- Prepares for meetings (with the Secretary)
- Invites committee members, parents, and staff to PTA committee meetings
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending
- Sets the ground rules for meetings, ensuring they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks that they're completed
- Liaises with the school, and requests a 'wish list' for the PTA committee to use when deciding which projects to fund
- Ensures the committee fulfils its role with respect to the governance of the association as set out in its constitution and policies e.g. holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed (if the PTA is registered as a charity)
- Ensures any decisions made are clear, fit the objectives of the association and are made by agreement of the committee as per the PTA's constitution. The PTA Chair cannot make decisions alone: all decisions must be made by the whole PTA committee
- Writes the annual report for the association (with the Secretary)
- Writes the Chair's report for the AGM
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Ensures the association is GDPR-compliant

### Key skills:

- **Confident and assertive:** Able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak
- **Able to remain impartial:** Ensures contributions are brief and that everyone's views are respected
- **Calm, friendly and approachable:** As the main point of contact for the PTA, the Chair must be inclusive, and make sure everyone feels welcome
- **Organised and able to delegate:** Most PTAs organise a lot of activities. The PTA Chair should make sure the workload is shared appropriately and that tasks are completed



## Treasurer

The PTA Treasurer makes sure all committee members carry out their duties in relation to the control and management of PTA funds. Your association's committee is collectively responsible for the finances of the association and must therefore formally agree upon any spending of funds. However, it is the Treasurer's responsibility to ensure all financial transactions are presented and recorded correctly. The Treasurer's role can be held by one person or shared by Co-Treasurers. If it is held by Co-Treasurers, both individuals are equally responsible for carrying out the role.

### Duties and responsibilities of the PTA Treasurer:

- Keeps accurate, up-to-date financial records
- Presents financial updates at each committee meeting
- Manages the PTA bank account and holds the association cheque book
- Arranges changes of signatories on the association bank account
- Manages chosen payment platforms
- Ensures all bank cards, chequebooks, and paying-in books are accounted for and obtained from any individual leaving the PTA
- Ensures best practice procedures are followed for counting and banking money after events
- Makes approved payments
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
- Prepares the annual Treasurer's report for your AGM and arranges an independent examination of the association's accounts
- Completes the relevant Charity Commission's annual return (if the PTA is registered as a charity)
- Manages Gift Aid, or assists the committee member(s) responsible for managing Gift Aid
- Ensures committee members have read a copy of your association's insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document

### Key skills:

- **Basic understanding of bookkeeping:** Able to maintain accurate records of income and expenditure
- **Organised, with an eye for detail:** Big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats and collecting money from various stalls
- **Calm, approachable and a team player:** Able to remain calm during busy times. Ensure they don't work in isolation by communicating regularly with the rest of the committee

## Secretary

The PTA Secretary supports the PTA committee to build effective communication links between school and the association. They also maintain accurate records. The PTA Secretary role can be filled by one person or by Co-Secretaries. If it is held by Co-Secretaries, both individuals are equally responsible for carrying out the role.

### Duties and responsibilities of the PTA Secretary:

- Prepares for meetings (with the PTA Chair)
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with reminders of any actions agreed
- Maintains association records
- Makes sure the association is GDPR-compliant
- Updates trustee details with relevant Charity Commission (as appropriate)
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles the association's correspondence

### Key skills:

- **Organised and efficient:** Keeps accurate records in a format that can easily be handed over to a successor
- **Good listener:** Able to identify key discussion points, actions and agreements at meetings to accurately record in minutes
- **Calm, friendly and approachable:** Able to communicate confidently with the school and the committee members





## Other committee roles

The following committee roles are desirable but not mandatory

PTA Vice-Chair

Vice-Treasurer

Communications Officer

PTA Event Manager

PTA Raffles/Lotteries Officer

PTA Grants and non-event fundraising Officer

PTA Catering Officer

PTA Bake Sale Coordinator

PTA Pre-loved Uniform Coordinator

### PTA Vice-Chair

The Vice-Chair assists the Chair and spreads the responsibilities of the Chair between two people. How responsibilities are divided is up to the Chair and Vice-Chair to agree, but in the absence of the Chair, the Vice-Chair will usually assume their responsibilities.

#### Duties and responsibilities of the PTA Vice-Chair in the absence of the Chair:

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff to PTA committee meetings
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending
- Sets the ground rules for meetings, ensuring they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks that they're completed
- Liaises with the school, and requests a 'wish list' for the PTA committee to use when

- deciding which projects to fund
- Ensures the committee fulfils its role with respect to the governance of the association as set out in its constitution and policies e.g. holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed (if the PTA is registered as a charity)
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per your PTA's constitution. In absence of the Chair, the Vice-Chair cannot make decisions alone: all decisions must be made by the whole PTA committee
- Writes the annual report for the association (with the Secretary)
- Writes the Chair's report for the AGM
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Makes sure the association is GDPR-compliant

#### Key skills:

- **Confident and assertive:** Able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak
- **Able to remain impartial:** Ensures contributions are brief and that everyone's views are respected
- **Calm, friendly and approachable:** As a main point of contact for the PTA, the Vice-Chair must be inclusive, and make sure everyone feels welcome
- **Organised and able to delegate:** Most PTAs organise a lot of activities. The PTA Vice-Chair should help to make sure the workload is shared appropriately and that tasks are completed



## Vice-Treasurer

The Vice-Treasurer assists the Treasurer and spreads the responsibilities of the Treasurer between two people. How responsibilities are divided is up to the Treasurer and Vice-Treasurer, but in the absence of the Treasurer, the Vice-Treasurer will usually assume their responsibilities.

### Duties and responsibilities of the Vice-Treasurer:

- Keeps accurate, up-to-date financial records
- Presents financial updates at each committee meeting
- Manages the PTA bank account, and holds the association cheque book
- Arranges changes of signatories on the association bank account
- Manages different payment platforms Ensures all bank cards, cheque books, and paying-in books are accounted for and obtained from any individual leaving the PTA
- Ensures best practice procedures are followed for counting and banking money after events
- Makes approved payments
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
- Prepares the annual Treasurer's report for your AGM and arranges an independent examination of the association's accounts
- Completes the relevant Charity Commission's annual return if your PTA is registered as a charity
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid)
- Ensures committee members have read a copy of your

association's insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document

### Key skills:

- **Basic understanding of bookkeeping:** Able to maintain accurate records of income and expenditure
- **Organised, with an eye for detail:** Big events involve counting a lot of small change. The Vice-Treasurer helps lead the 'money' team, making up floats and collecting money from various stalls
- **Calm, approachable and a team player:** Able to remain calm during busy times. Ensure they don't work in isolation by communicating regularly with the rest of the committee

## PTA Event Manager

From planning, bookings and licences, to organising volunteer roles on the day, an Event Manager ensures the PTA's events go smoothly every time.

### Duties and responsibilities of the Events Manager:

- Liaises with the PTA Committee to find out the exact event requirements
- Produces detailed event timelines, site plans, risk assessments, health and safety, food hygiene and safeguarding requirements
- Ensures all licences are up to date as required for an event (e.g. TEN, Small Society Lottery licence etc.)
- Liaises with the local authority/official body regarding any requirements for the events
- If the event is not held on school premises, research venues, negotiates the best price and completes bookings

- Researches, books and manages third party vendors, ensuring they complete a booking form and have relevant insurance in place
- Organises volunteers to fill pre-event and on the day roles, and delegates jobs to volunteers
- Liaises with the PTA Secretary and Communications Officer (if applicable) to promote the event
- Ensures everyone is kept up to date with developments and their roles
- Oversees the dismantling of the event and ensures the venue is clean and tidy at the end
- If desired by your committee, produces post-event evaluations to inform future events

### Key skills:

- Organised with an attention to detail
- Excellent communication skills both written and verbal
- Self-motivated and enthusiastic
- Flexible and able to problem solve
- Calm, approachable and a team player
- Ability to manage and coordinate a team of volunteers
- Able to negotiate with third party vendors, suppliers and venues to ensure best price
- Administrative and IT skills



## Communications Officer

The Communications Officer assists the PTA Secretary with emails, newsletters and social media, as well as promoting the PTA more widely.

### Duties and responsibilities of the Communications Officer:

- Compiles and sends emails, newsletters and social media posts in line with the wishes of the PTA Secretary
- Monitors emails and social media post comments
- Responds appropriately to any emails, social media comments or direct messages received
- Acts as one of the administrators of the PTA's social media accounts and can approve members for private groups

- Liaises with the school office and writes copy for inclusion in school newsletters (where appropriate)
- Makes sure the association is GDPR-compliant
- Holds personal information compliant with GDPR

### Key skills:

- Excellent communication skills, both written and verbal
- Organised and used to meeting deadlines
- Ability to work as part of a team
- Wide knowledge of multi-channel communications
- Ability to create unique communication campaigns
- Good knowledge and

- understanding of appropriate software (Microsoft Office, Adobe, etc.)
- Ability or desire to acquire knowledge of Canva or similar design applications



## PTA Raffles/Lotteries Officer

From raffle prizes, running a PTA lottery or 100 Club, gaining sponsorships to coordinating ticket sales and prize giving, this role is varied and an integral part of most PTA events.

### Duties and responsibilities of a Raffle/Lotteries Officer:

- Ensures that the PTA holds a valid small society licence
- Ensures the raffle/lottery complies with the Gambling Act 2005
- Completes and returns the small society licence return to the local authority by the required date
- Receives and responds to queries in an appropriate and timely manner
- Orders raffle/lottery tickets

- with legally required information included
- Coordinates the sale of raffle/lottery tickets in a compliant manner
- Sources raffle/lottery prizes from the school community, local community and businesses
- Acquires sponsorships for your raffle/lottery when required
- Liaises with the PTA Treasurer and PTA Event Manager (if applicable) regarding your raffles/lottery
- Promotes the raffle/lottery to maximise sales
- Oversees the procedure of selecting a winning ticket and distributing prizes

### Key skills:

- Excellent attention to detail
- Excellent communication skills both written and verbal
- Calm, approachable and a team player
- Knowledge of, or desire to quickly acquire, basic knowledge of the Gambling Act 2005 as applies to the PTA's raffle/lottery.
- Ability to approach businesses for donations of raffle prizes
- Ability to negotiate sponsorship of the raffle/lottery with third parties
- Confident in approaching the local authority for advice regarding raffles and lotteries
- Good I.T. Skills including data entry for small society annual returns

## PTA Grants and non-event fundraising Officer

A Grants Officer is dedicated to researching and applying for funding opportunities, normally through grants, which are an incredible source of fundraising.

### Duties and responsibilities of a Grants Officer:

- Undertakes regular research using a variety of methods to identify potential funding streams and prioritises opportunities based on the PTA's needs and funding criteria/deadlines
- In conjunction with the Chair and Treasurer, compiles high quality bids which meet the set criteria
- Liaises with grant making organisations regarding any questions the PTA may have
- Submits the grant bid in advance of the deadline
- Keeps records of all bids submitted and their outcome
- Sets up and maintains any data or other requirements stated by the grant-making organisation post-winning bid, ensuring that these are met
- Assists in the planning and delivery of community-based fundraising and awareness events, in support of the Communications Officer and Event Manager
- Assists in the preparation of emails, newsletters and social media posts to raise awareness of opportunities to support the PTA financially through donations

about fitting the set criteria

- Liaises with the PTA Treasurer to ensure Gift Aid is collected and correctly reported on all donations where allowed

### Key skills:

- Excellent attention to detail
- Excellent communication skills both written and verbal
- Good organisational and planning skills, particularly in time management
- Calm, approachable and a team player
- Ability to carry out research

## PTA Catering Officer

Food is at the heart of many PTA events, and the PTA Catering Officer organises and manages event refreshments and catering with external vendors and volunteers.

### Duties and responsibilities of a PTA Catering Officer:

- Plans the food and beverages provision for an event
- Estimates or collates the quantities of food and beverages required for an event
- Estimates the amount of non-food items required (cutlery, cups, plates etc.)
- Where alcohol is being served at an event, liaises with the PTA Event Manager to acquire a TEN licence for the event
- Speaks to suppliers/retailers or local restaurants for discounts on or donation of the food and

beverages required

- Calculates the price of items to maximise food sales and profit
- Purchases any pre-made/ packaged food and beverages
- Coordinates volunteers making food and beverages
- Ensures that Food Hygiene and Natasha's Law are implemented where applicable and that everyone involved is aware of the requirements
- Is aware of who holds a Food Hygiene certificate



### Key skills:

- Excellent communication and interpersonal skills
- Knowledge of or desire to learn about Food Hygiene and Natasha's Law regulations
- Excellent negotiating skills
- Ability to think on your feet and take initiative
- Good organisational and planning skills, particularly in time management
- Calm, approachable and a team player
- Ability to manage a team of volunteers
- Manage a budget as determined by your committee
- Hold a Food Hygiene or Health and Safety certificate (desirable)

## PTA Bake Sale Coordinator

Bake sales are a classic of PTA fundraising and can be held frequently. As a Bake Sale Coordinator, you will be organising and coordinating your PTAs fabulous baking fundraisers!

### Duties and responsibilities of a PTA Bake Sale Coordinator:

- Liaises with the committee and the school to confirm dates of the bake sale(s)
- In conjunction with the Communications Officer, advertises for cake/biscuit donations or ask for volunteers to bake the required number of cakes
- Where possible, coordinates the variety of cakes/biscuits being baked/donated
- Ensures that Food Hygiene and Natasha's Law are implemented where applicable and that everyone is aware of

the requirements

- Oversees the preparation of products for sale
- Coordinates the volunteers preparing products for sale
- In conjunction with the Treasurer, sets the prices of products for sale and any float required
- In conjunction with the Communications Officer, advertises the cake sales
- Plans and organises the equipment needed on the day of the cake sales
- Organises the clean up after the cake sale



### Key skills:

- Excellent communication and interpersonal skills
- Ability to think on your feet and take initiative
- Good organisational and planning skills, particularly in time management
- Calm, approachable and a team player
- Ability to manage a team of volunteers
- Manage a budget as determined by your committee
- Hold a Food Hygiene or Health and Safety certificate (desirable)
- Knowledge of or desire to learn about Food Hygiene and Natasha's Law regulations

## PTA Pre-loved Uniform Coordinator

Pre-loved uniform can be a great fundraiser for PTAs. The Pre-loved Uniform Coordinator plays a vital role in organising a quick turnaround of donations ready for sale and ensuring a fully stocked second-hand uniform store or stall is always available.

### Duties and responsibilities of the Second-hand Uniform Coordinator:

- In conjunction with the Communications Officer, advertises for uniform donations, especially in the run up to end of terms
- Sorts through the donated

uniform to weed out any that is unfit for sale

- Prices donated items
- Keeps a full inventory of stock
- Readies items for storage
- If pre-loved uniform is sold all year round, ensures an up-to-date list of items for sale is always available, collates and distributes orders, then passes money to the Treasurer
- For termly pre-loved uniform sales, liaises with the school regarding dates
- Coordinates volunteers for your termly uniform sales
- Plans and organises equipment needed for the termly sale

### Key skills:

- Excellent communication and interpersonal skills
- Ability to think on your feet and take initiative
- Good organisational and planning skills, particularly in time management
- Calm, approachable and a team player
- Ability to manage a team of volunteers

Job description cards are available [here](#).

They can be given out ahead of the AGM so parents know what is expected of them in their role.



## Benefits of Parentkind Membership

Many schools and PTAs think that the school insurance covers the PTA as well. This is not always correct. As separate entities to the school, most school policies do not cover PTA activities, money, supplies or equipment. The few policies that do cover PTAs only provide limited cover. Schools that are part of a MAT/Trust that use an RPA are unlikely to be covered for PTA activities. To protect both the school and the PTA, Parentkind membership includes a comprehensive insurance policy for PTAs managed by Marsh Commercial\*. Your PTA will be covered for events, trustee indemnity, theft, up to £10 million public liability and more.

Insurance Jargon	Plain English	Parentkind benefit?
Material damage - all risks	Covers the PTA's property or property which the PTA is responsible for, from damage caused by insured events such as fire, theft, accidental damage, storm or flood.	✓
Business Interruption	Cover provides financial compensation for additional expenditure following a claim under the Material Damage section, such as having to hire additional equipment which had been stolen for a planned event.	✓
Money	Covers the theft or damage of the PTA's money, such as from safes or whilst in transit.	✓
Public Liability	Covers you and your volunteers helping you in respect of your legal liability for costs and expenses arising from injury to a third party or damaging their property, i.e. a member of the public.	✓
Employers Liability	Covers you in respect of your legal liability for costs and expenses arising from injury to your employees, members or volunteers.	✓
Personal accident cover	Provides an agreed financial benefit in respect of PTA and employees, member or volunteer following death or disablement arising from an accident and/or an assault at an event.	✓
Deterioration of Stock	Covers stock which has become unusable following the breakdown of fridges or freezers.	✓
Financial and Administrative Liability	Cover provides: <ul style="list-style-type: none"> <li>• Protection to your PTA if your activities cause a financial loss to a third party</li> <li>• Crime covers financial losses resulting from direct losing of money or property, computer fraud including hoax emails, theft of funds by fraudulent transfer and forgery.</li> <li>• Protection to directors and trustees of the PTA from financial loss claims made against them personally as a result of the members decision.</li> </ul>	✓
Trustee Indemnity	Trustee indemnity insurance protects charity trustees (committee members) personally from any claims made against them arising from their failure to act in a proper manner in their role as a trustee or committee member. This would cover damages and legal costs, but any illegal act or deliberate negligence cannot be insured against.	✓

## How can Parentkind support your school with starting a PTA?

With the help of our PTA Community Advisers and online resources, your PTA could be up and running in no time. Simply contact us via the following channels or book a Teams call with us and we will get you started and support you every step of the way!

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## Parentkind membership is so much more than just insurance

Insurance is just one of the benefits of PTA membership with Parentkind. Your PTA will also get:

- ✓ Limitless and one-to-one support from our PTA Community Team via telephone, email and live chat
- ✓ Virtual appointments with our PTA Community Team via our booking system
- ✓ Access to our PTA Expert hub, with resources such as promotional materials, AGMs, recruiting volunteers, a model constitution and so much more
- ✓ How to Guides, our ready-made fundraisers which walk PTAs through every element of organising a specific event, containing a digital toolkit with everything your PTA will need for promotion including posters, social media posts and

- communication templates. We also provide information on licences and risk assessment templates tailored to the event
- ✓ Weekly PTA Member Newsletter with all the latest news, fundraising initiatives and Q&As
- ✓ PTAextra, a free termly magazine with up-to-the-minute news, fundraising ideas and exclusive PTA success stories to take inspiration from
- ✓ Order our free Be School Ready magazine to distribute to new starters to ensure they settle into school life quickly
- ✓ Access to funding and other initiatives through our bespoke fundraising partnerships with major retailers and organisations
- ✓ Fundraising and discounts through our partners easyfundraising, RaffleTickets4U and Booker
- ✓ Access to our Supplier Directory and member only discounts


## Membership Fees


Insurance is a necessity from the first PTA event. That's why PTAs sometimes need a helping hand from the school to raise enough funds to cover insurance. If the school is not prepared to run an event (e.g. non-school uniform day, cake sale) on the PTA's behalf, they sometimes pay the first year's Parentkind membership on the understanding that the fees will be reimbursed from the PTA's first event takings. Membership fees start from £121 and brings peace of mind to both the school and the PTA.


Number of pupils on school roll	Direct Debit	Credit/Debit Card
Up to 100 pupils	£121	£131
101 pupils or more	£171	£181

Images by Freepik

Fees apply to England, Wales and NI. For Overseas Membership Fees please contact us.

 **Call**  
0300 123 5460

 **Live chat**

 **Email**  
newptamembers@parentkind.org

 **Booking a Teams call**  
email [newptamembers@parentkind.org](mailto:newptamembers@parentkind.org) to organise

## Meet the team



**Clare Jenner**

PTA Community Manager



**Caroline Hayward**

PTA Community Adviser



**Donna Hill**

PTA Community Adviser





**Marie Chapman**


PTA Community Adviser

### Connect with us


 **Live Chat**

 **Helpline**  
0300 123 5460  
(Mon-Fri 9:00-5:00)

 Message us at **PTA Expert by Parentkind** or post a question in our community group **PTA Hangout by Parentkind**

 **Newsletter**  
Opt in via your membership account: [parentkind.org/my-details](https://parentkind.org/my-details)

 [parentkind.org](https://parentkind.org)

 [info@parentkind.org](mailto:info@parentkind.org)

# Parentkind

78-79 Pall Mall, London, SW1Y 5ES

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