



Parents, Teachers and Friends Association

Plympton St Maurice Primary School- PTFA Committee General Guidance

General Guidance:

This general guidance was developed on 11th June 2025 from the guidance provided in the PTA UK 2021 Constitution.

The Committee Members:

The committee will consist of the following:

- Named Chairperson
- Named Treasurer
- Named Secretary
- School representative (Teacher(s) or School Staff)
- Parent(s), guardian(s) and Carer(s) of children at school
- Friend(s) of the school (person(s) over 18 years)

This committee will be open to anyone who wishes to join and meets the above eligibility.

Purpose:

The purpose of this association is to generate funds to supply resources and amenities that enhance the school's ability to offer and support educational opportunities for its students.

Meetings:

Meetings will be held as they are required to fulfil the events, taskings and discussions required. They will be arranged by poll allowing the option for the most amount of committee members to attend.

The chairperson will lead the meeting. The meeting will take approximately 1 hour depending on what is required to be discussed.

There will be an agenda that will be sent out prior to the meeting to all committee members.

An AGM will take place yearly in January, the AGM will allow the allocated roles to be discussed and others to take up the role if voted in. The date of the AGM will be publicised in December to allow others to attend.

Voting:

All committee members will have a vote if present at the meeting of required vote. All members will have a chance to have their say/ideas heard. Final decision will be at the chairpersons discretion if a vote of majority is not met.

Minutes:

The Secretary will compile the minutes, these will be shared among the members and accessible via the PTA page on the school website.

Note: At time of writing this, the web page is not yet designed- on plan of action.

Financial Records:

The Treasurer will be responsible for maintaining the financial records, this will be available for inspections if required. The chairperson will act as second signature for banking.

The records will include details:

- Income: Date, Description and Amount
- Expenditure: Date, Description, Invoice number/Receipt and Amount
- Balance: Record of the balance available to spend

Expenditures:

Requests for expenditure can come from any Committee Member or School Staff- both teaching and non-teaching.

The request for expenditure is to go via the Chairperson who will discuss with the wider Committee Members.

The time frame for the turnaround of request and expenditure will depend on the amount of money being requested.

The Committee may ask the school to obtain several cost estimates for significant expenditures to ensure that the final cost accurately reflects the true value.

Fundraising:

Any member or non-member can recommend or request support from the PTA for fundraising opportunities. The person will be required to detail all resources, support and concepts needed for the fundraising idea. This will then be forwarded to the Chairperson and Committee for consideration.

Fundraising events will be advertised via the school's weekly newsletter, the PTA social media and the noticeboard positioned in the school's playground.

The financial status and future aims of the school will be shared at appropriate times via the school's weekly newsletter, the PTA social media and the noticeboard positioned in the school's playground.