



**BISHOP CHAVASSE CHURCH OF ENGLAND PRIMARY SCHOOL PARENT
TEACHER ASSOCIATION**

COMMITTEE TERMS OF REFERENCE

1. PURPOSE

Bishop Chavasse Church of England Primary School (the "School") is committed to fostering a strong, collaborative community involving staff, parents, guardians, alumni, Trustees, and other local interested parties.

The formation of a Parent Teacher Association (PTA) can support the aims of the school and enhance the educational and social experience of its pupils, parents, and the wider community.

The PTA Committee (hereafter, "the Committee") will act as the governing body responsible for facilitating meaningful collaboration between the School, parents, guardians, staff, and the wider community.

It will spearhead initiatives that align with the school's objectives, including fundraising, community engagement, and the enrichment of students' educational experiences.

The Committee will ensure compliance with the **ParentKind model constitution**, tailoring its approach to the unique ethos of the School.

2. COMMITTEE OBJECTIVES

Fundraising

To raise funds for the provision of additional resources and facilities that complement the School's educational goals.

These funds will directly enhance the learning environment through investments in equipment, extracurricular activities, and other initiatives that improve the quality of education and experience for pupils.

Foster Community

To build a cohesive community among the teaching and non-teaching staff, parents and guardians, school alumni, Trustees, neighbours, and partners.

The Committee will promote and facilitate a space for these interested parties to develop effective relationships, contributing to the holistic well-being of the School and its extended network. Events such as social gatherings, parent workshops, and volunteer opportunities will be organised to promote inclusivity and participation.

Support Nominated Causes

To engage with and support charities, causes, and interested parties that reflect the School's ethos and the values upheld by the Committee, promoting a sense of social responsibility and charitable engagement among pupils and their families.



Enrich Educational Experience

To develop opportunities that enrich the learning experience of pupils, parents, and staff at the School.

This includes organising extracurricular activities, workshops, and special events that provide added value to the standard curriculum, fostering a stimulating and supportive educational environment.

Encourage a culture of volunteering

To foster a culture of active volunteering among parents and guardians, staff, and other interested parties, enhancing community spirit and engagement within the school.

The Committee will promote opportunities for involvement in events, initiatives, and support activities, encouraging collaboration, skill-sharing, and the growth of meaningful relationships among volunteers. It is committed to fostering a supportive and inclusive environment where all contributions are valued, and the impact of volunteering is recognised and celebrated.

3. KEY ACTIVITIES AND FUNCTIONS

The key activities and functions of the Committee will be in organising, facilitating, and delivering fundraising projects, events, and other activities.

All activities planned, delivered, and/or supported by the Committee shall be consistent with one or more these objectives.

4. UNDERSTANDING THE NEEDS AND EXPECTATIONS OF RELEVANT INTERESTED PARTIES

The Committee should stay connected to the needs of its key interested parties, promote clear and open communication, and identify those accountable for maintaining these relationships and processes.

The Committee should identify and maintain an understanding of its interested parties and their relevant interests. This includes recognizing the interested parties who have an impact on or are impacted by the Committee's activities, and ensuring their interests are considered when planning and executing initiatives promoted by the Committee.

4.1. Identifying interested parties (or "stakeholders")

The Committee should regularly review and update its understanding of the following interested parties:

Internal interested parties: Parents, guardians, teaching and non-teaching staff, pupils, the school's Trustees, and alumni.

External interested parties: Local businesses, community groups, charitable organisations, and neighbouring residents.



Regulatory interested parties: Local authorities, governing bodies, and Committee-affiliated organisations such as ParentKind.

The Committee should seek to understand the relevant interests of each interested party group, including the educational enrichment and wellbeing of pupils, opportunities for involvement, and support in creating a strong school community; Collaboration with the Committee to support school activities and enhance learning environments; Opportunities for extra-curricular activities, enrichment programs, and social events; Opportunities for sponsorship, collaboration on community projects, and recognition for support; Compliance with governance, legal obligations, and safeguarding protocols; etc.

4.2. RACSI Analysis

It is recommended that the Committee maintains a register of relevant interested parties, including a **RACSI** (Responsible, Accountable, Consulted, Support, Informed) analysis of the key roles and their relationship with interested parties:

4.3. Review Process

The Committee will regularly review its interested party analysis to ensure it is up to date with evolving interests and needs. This will include conducting surveys or gathering feedback from key interested parties (parents, staff, external partners) to understand their expectations and how the Committee can better serve them.

5. DETERMINING THE COMMITTEE'S PROGRAMME OF ACTIVITIES AND OBJECTIVES

The Committee shall establish an annual programme of activities and fundraising objectives that align with the four key objectives outlined in the Committee's objectives.

This structured approach ensures that the Committee's activities and fundraising objectives are well-planned, realistic, and aligned with the needs and interests of the school and its community. Regular consultation, prioritisation, and transparency will be key to the success of the PTA's programme.

5.1. Planning

The Committee should follow a structured process to define its programme of activities for the academic year, ensuring alignment with both school needs and the interests of parents, staff, and pupils.

The steps are as follows:

5.1.1. Initial Consultation

At the start of each academic year, the Committee should consult with:



- **School Leadership** to identify key areas where the PTA's support is most needed, including funding priorities and educational enhancement opportunities.
- **Parents and Staff** through surveys or informal feedback to understand their preferences for events, activities, and involvement.
- **Pupils** where appropriate, to include their input on social and enrichment activities.

5.1.2. Setting Objectives

Based on this consultation, the Committee will set clear objectives for the year, including:

- **Fundraising targets** for specific projects (e.g., new equipment, classroom resources, or playground improvements).
- **Community-building events** that encourage parent, staff, and pupil participation (e.g., fairs, coffee mornings, cultural days).
- **Educational enrichment activities** such as workshops, guest speakers, or extracurricular programs.
- **Support for charitable causes** that align with the PTA's values, as well as any school or community initiatives.

5.1.3. Prioritisation and Feasibility

The Committee will assess the feasibility of proposed activities and prioritise them based on factors such as:

- Available resources (budget, volunteers, time).
- Expected benefit to the school and community.
- Alignment with the Committee's four key objectives.
- Compliance with legal, health and safety, and safeguarding requirements.

5.1.4. Approval and Publication

Once the programme of activities is agreed upon, it will be approved by the Committee and shared with the school community. A detailed calendar of events and initiatives will be published through the PTA's communication channels (e.g., newsletters, school website, social media).

5.1.5. Review

The Committee will review the programme, and progress against objectives, at each meeting and as required.

5.2. Fundraising objectives and targets

The Committee's fundraising objectives will be directly linked to the school's needs and enrichment goals, as well as any charitable or community-focused initiatives the Committee chooses to support.



- 5.2.1. Setting Fundraising Targets**
Fundraising targets will be set based on the financial needs identified through consultation with the school leadership and the Committee's own analysis of potential fundraising opportunities. The Committee will:
- Establish **clear, measurable targets** for each fundraising campaign (e.g., £5,000 for new sports equipment).
 - Review the **school's budgetary priorities** to ensure fundraising efforts are aligned with pressing needs.
 - Assess the **realistic fundraising capacity** of the Committee based on past performance, event planning, and volunteer resources.
- 5.2.2. Alignment with Events and Activities**
The Committee will ensure that its fundraising efforts are integrated into community-building and enrichment activities, making fundraising part of a broader, enjoyable experience for all involved (e.g., school fairs, sponsored walks).
- 5.2.3. Monitoring and Review**
Throughout the year, the Committee will regularly monitor its progress toward fundraising targets, reviewing income and expenditure after each event or initiative. These reviews will help the Committee adjust strategies as needed to meet financial goals.
- 5.2.4. Transparency and Accountability**
The Committee will maintain transparent financial records of all funds raised and their intended use, with regular updates provided to the school community. The Treasurer will report on fundraising outcomes at each Committee meeting, and detailed financial statements will be shared with parents and school staff.

6. COMMITTEE STRUCTURE

The Committee shall consist of a Chair, Vice Chair, Treasurer, and Secretary (Committee Officers). Additional roles for the effective operation of the Committee may be agreed and elected or co-opted by the PTA or Committee.

Committee Officers

Committee Officers shall be elected at the PTA AGM, or at an EGM called expressly for the purpose of electing new Committee Officers. Officers are elected for a 12 month term, or until the next AGM, whichever is sooner. In the event of a Committee Officer standing down, an EGM shall be called without undue delay to elect a replacement.

These roles are vital for the Committee's smooth operation and administration, ensuring that the organisation functions efficiently and meets its objectives. Detailed roles and responsibilities are provided by ParentKind.

Each role has specific responsibilities crucial for governance, financial management, and communication. Each of these roles shall be filled by a different person.



1. Chair

Summary: The Chair provides leadership and direction for the Committee, ensuring that it runs effectively and works towards its agreed objectives.

Key Responsibilities:

- Lead Committee meetings, setting agendas, and guiding discussions.
- Ensure the Committee functions within its constitution and in line with school policies.
- Work closely with the school leadership to ensure alignment with school goals.
- Delegate tasks to committee members and volunteers, ensuring follow-up and accountability.
- Act as a figurehead and spokesperson for the Committee, representing it at school and community events.
- Encourage parent involvement and oversee event planning.

2. Vice Chair

Summary: The Vice Chair supports the Chair and steps in to lead the Committee when the Chair is unavailable.

Key Responsibilities:

- Assist the Chair in leading meetings and managing events.
- Step into the Chair's role when necessary, ensuring continuity in leadership.
- Take on specific projects or sub-committees to reduce the Chair's workload.
- Help with parent engagement and volunteer coordination.

3. Secretary

Summary: The Secretary is responsible for administrative tasks and communications, ensuring effective record-keeping and smooth internal operations.

Key Responsibilities:

- Prepare and distribute meeting agendas, take meeting notes, and circulate them to members.
- Maintain the Committee's records, including membership lists and correspondence.
- Handle the Committee's communication with parents, school staff, and external interested parties.
- Ensure that meetings are well-organised and legally compliant (where relevant).
- Support the Chair in organising meetings and managing Committee documentation (such as the constitution, policies, and event plans).

4. Treasurer



Summary: The Treasurer manages the Committee's finances, ensuring that funds are collected, recorded, and spent responsibly.

Key Responsibilities:

- Maintain accurate financial records and accounts, providing regular updates to the Committee and members.
- Manage the Committee's bank account, ensuring dual signatories for financial transactions.
- Prepare budgets for events, monitor spending, and report on income and expenditure.
- Ensure compliance with legal and regulatory financial obligations, including submitting reports to relevant bodies (e.g., charity commission).
- Organise fundraising initiatives and track how funds raised are allocated.
- Work with the Chair and Secretary to plan sustainable financial strategies.

Additional roles

Additional members may be elected at an AGM/EGM, or may be co-opted by the Committee. Members are elected for a 12 month term, or until the next AGM, whichever is sooner.

Additional members (Committee Members) help enhance the Committee's functionality by distributing workload and bringing specific expertise to the group.

The following roles are presented as positions the Committee may wish to incorporate in the Committee. A single individual may undertake more than one of these roles.

5. Communications Lead

Summary: The Communications lead manages all external communications, ensuring parents and the community are well-informed about Committee activities.

Key Responsibilities:

- Develop and manage the Committee's communication strategy (newsletters, social media, flyers).
- Promote Committee events, meetings, and volunteer opportunities to parents and the wider community.
- Maintain the Committee's website or social media presence, updating it regularly with news and events.
- Act as the Committee's point of contact for media inquiries, if applicable.

6. Events and Fundraising Lead

Summary: The Events and Fundraising Lead oversees the planning, coordination, and delivery of all events and fundraising activities to meet the Committee's objectives. While not directly responsible for organising each



event, the Lead ensures all initiatives are strategically aligned, well-supported, and executed effectively by relevant teams or volunteers.

Key Responsibilities:

- Lead the planning of all events and fundraising activities, ensuring they align with the Committee's objectives. This includes setting timelines, defining goals, and ensuring that events are well-structured.
- Ensure all tasks related to events and fundraising are delegated to the appropriate teams or volunteers. Oversee coordination between different roles and sub-committees to ensure activities are executed smoothly.
- Provide support to event teams and fundraising volunteers, offering guidance and troubleshooting where necessary. Ensure all volunteers are clear about their roles and responsibilities.
- Monitor the progress of events and fundraising initiatives, ensuring they stay on schedule and within budget. Provide regular updates to the Committee on progress and outcomes.
- Lead the review of each event and fundraising activity, gathering feedback to assess their success and identify areas for improvement for future initiatives.
- Work closely with the Treasurer to ensure fundraising targets are met and that funds raised are tracked appropriately. Collaborate with the Communications Lead to ensure effective promotion and awareness of events and fundraising efforts.

7. Class Representatives Lead

Summary: The Class Representative Lead manages a network of parent reps for each class or year group, ensuring communication flows between parents and the Committee.

Key Responsibilities:

- Recruit and manage parent reps for each class or year group.
- Ensure class reps are informed of Committee activities and encourage their involvement.
- Act as a liaison between parents and the Committee, gathering feedback and suggestions.
- Help promote Committee events and initiatives within their respective class communities.

8. Design Lead

Summary: The Design Lead provides and/or coordinates the creation and distribution of assets to promote the Committee and its activities, and to provide engaging and informative online and in print..



Key Responsibilities:

- Develop and maintain a cohesive visual identity for all Committee materials and events, ensuring consistency in branding.
- Create promotional and event-related materials (posters, flyers, digital assets) to support fundraising and community-building activities.
- Collaborate with other Committee members to enhance communication and engagement through appealing visual content.
- Lead creative direction for large-scale projects and contribute design ideas to enhance Committee initiatives.

9. Fundraising Lead

Summary: The Fundraising Lead focuses on ensuring the effective planning, delivery, and reporting of fundraising activities as determined by the Committee, as well as the identification of sources of fundraising in addition to events. The Fundraising Lead may be expected to work closely with, or have a combined role with, Events Lead, and to work closely with the Treasurer.

Key Responsibilities:

- Lead the planning and execution of fundraising events (e.g., fairs, sponsored activities).
- Develop creative ideas to engage parents and the community in fundraising efforts.
- Collaborate with the Treasurer to set fundraising targets and track income.
- Manage event volunteers and delegate tasks for smooth event execution.
- Ensure fundraising initiatives comply with legal and school policies.

10. Volunteer Coordination Lead

Summary: The Volunteer Coordination Lead is responsible for recruiting and managing volunteers for Committee events and activities.

Key Responsibilities:

- Manage a database of potential volunteers and their availability.
- Coordinate volunteer activities and ensure roles are clearly communicated.
- Provide training or briefings for volunteers where necessary.
- Ensure volunteers feel valued and appreciated, organising thank-you events or rewards.

Alongside general committee members who may represent different interested party groups, such as parents, teachers, and community members. Sub-committees may be formed to manage specific projects or events. The committee will meet regularly and report to the School leadership.



7. COMMITTEE SELECTION

7.1. Selection Process

Officers and committee members are elected at the Annual General Meeting (AGM).

Candidates may nominate themselves or be nominated by another PTA member.

Nominations can be submitted ahead of the AGM in writing to the PTA Committee or its nominated representative or proposed at the AGM.

All nominations must be seconded by another member of the PTA.

Nominees must be members of the PTA, which includes parents or guardians of a child at the school or members of staff.

Additional roles necessary for the effective operation of the Committee may be agreed upon and elected at the AGM or co-opted by the PTA or Committee as needed.

Co-options and elections are decided by a simple majority vote of the members present.

Extraordinary roles may be established and filled through election or co-option to support specific projects or activities. Co-opted individuals may include PTA members or relevant interested parties (e.g., Trustees or subject matter experts). Extraordinary appointments must be communicated to the PTA in advance, and in the absence of sustained objection, they may proceed.

7.2. Term of Service

The term of office for all PTA committee officers and members is one year, or until the next AGM, whichever comes first.

Officers and members are eligible to stand for re-election or election to another position at the AGM.

No individual may hold the same committee position for more than three consecutive years. This is intended to:

- **Encourage fresh perspectives:** Rotating leadership fosters new ideas and approaches to committee activities, which can enhance creativity and problem-solving.
- **Promote inclusivity:** It allows more members of the PTA community to participate in leadership roles, increasing diversity and representation.
- **Develop leadership skills:** Regular transitions provide opportunities for others to gain experience and contribute to the leadership of the PTA.

If a position becomes vacant due to a resignation or other reason, a replacement will be elected without undue delay, either at the AGM, an Extraordinary General Meeting (EGM), or a regular PTA committee meeting. Any such decisions will be communicated to relevant parties promptly.



8. COMMITTEE MEETINGS

8.1. Meeting Frequency

The Committee will meet at least once every short term (approximately every six weeks) to plan, review, and evaluate activities. Additional meetings may be scheduled as required by the Committee's fundraising initiatives, events, or specific project needs. Emergency or ad-hoc meetings may be called by the Chair with a minimum of seven days' notice if urgent matters arise.

A schedule of regular meetings will be shared at the beginning of each academic year, with reminders sent to all committee members and participants in advance of each meeting.

8.2. Meeting Attendance

Attendance at meetings is crucial for effective decision-making and smooth running of the Committee. All committee members, including the Chair, Secretary, Treasurer, and other role holders, are expected to attend regularly. In the case of absence, advance notice should be given to the Secretary, and the Committee member may appoint a substitute if necessary.

A meeting is considered quorate when attended by 50 per cent, rounded up to the nearest whole number, of the total number of Committee members.

All members of the Committee are entitled to attend PTA General (Annual and Extraordinary) and Committee meetings.

8.3. Meeting administration

Meetings are administered by the Secretary and run by the Chair, or a delegated representative from the Committee if the Chair is unavailable.

Meeting papers will be circulated at least one week prior to a Committee meeting.

Committee members are expected to read and review all relevant papers ahead of the meeting.

Committee Meeting notes will be taken by the Secretary to record decisions and actions. Notes will be distributed to the Committee within two weeks, and made available to all members of the PTA.

8.4. Meeting Conduct

All meetings will be conducted in an open, respectful, and constructive manner. Members are expected to:

- Participate actively in discussions and contribute to the decision-making process.
- Respect differing opinions and work collaboratively to reach consensus.



- Follow the agenda as agreed upon at the start of the meeting and stay on topic.
- Act in accordance with the values and mission of the Committee and school.

The Chair will manage meetings to ensure they are timely, focused, and productive. The Secretary will record meeting notes, ensuring that decisions and actions are accurately documented. These notes will be circulated to all members within two weeks of the meeting for approval at the next meeting.

All other matters pertaining to Committee meetings are as per the model constitution.

9. COMMUNICATIONS

Effective communication is essential to the success of the Committee, ensuring transparency, inclusion, and engagement with all interested parties. The Committee will maintain open channels of communication to keep internal and external interested parties informed about its decisions, activities, and outcomes.

9.1. Internal Communication

Internal communication refers to updates and engagement with the school community, including parents, staff, pupils, and committee members. The Committee will:

- Make available notes from each Committee meeting to all PTA members without undue delay.
- Provide regular updates through school newsletters, email lists, and the school's website or PTA social media platforms as appropriate, highlighting upcoming events, decisions, and achievements.
- Use Committee meetings and other school gatherings as opportunities to communicate progress and encourage participation.

9.2. External Communication

External communication targets interested outside the immediate school community, including local businesses, alumni, charities, and partners. The Committee will:

- Send out communication to external interested, including sponsors, local businesses, and alumni, as appropriate before and after key events, detailing their involvement and the impact of their contributions.
- Maintain a professional online presence via social media, newsletters, or the school's website, promoting Committee events and successes to a broader audience.
- Ensure timely thank-you notes or letters of appreciation are sent to sponsors, donors, and external partners following their support or participation.

10. REVIEW OF TERMS OF REFERENCE

Bishop Chavasse Church of England Primary School PTA



These terms of reference shall be reviewed by the PTA prior to confirmation at the AGM.