



# About Naunton Park Primary PTA

## What is the NPPTA?

Every parent, carer and member of school staff is automatically a valued member of the Naunton Park Primary School Parent and Teacher Association.

Our purpose is to support the school financially and socially, raising funds for the extras the school may not otherwise be able to offer the children and organising events that bring the whole school community together. We believe Primary School is a community experience and about so much more than the classroom.

*As an aside: We have frequently discussed changing the PTA name to better reflect all the various groups. This is something we may well revisit...one step at a time...*

## How is the NPPTA organised?

There are three levels of involvement:

### **Members**

Simply by engaging with PTA events: attending, donating, helping out; sharing ideas, and constructive feedback; and by generally being a friendly face at the school gates, members help to motivate and contribute to PTA successes.

### **Reps (non-committee)**

PTA rep (or non-committee) positions are designed to play to people's skills and interests. There is no formal vote for these roles; they can be created, with committee approval, upon request. Reps are not expected to attend every meeting but do need to respond to suggested actions. These positions can be filled on an adhoc basis at any point during the year as long as committee members are in agreement.

### **Committee**

The core committee manages the finances, facilitates events, liaises closely with the school, has the final vote on how funds are allocated and, ultimately, steers the interests and agenda of the PTA. The committee consists of:

- Chair
- Secretary
- Treasurer
- General Committee Members

Committee members are (usually) formally appointed at the annual AGM. Vacancies will be advertised in advance of this. Details of the proposed committee/candidates will be communicated. Members will then have a set period in which to raise any challenges/objections to the proposal. If more than one person is interested in a particular position a job share can be negotiated or a members vote conducted. Any positions that become available during the year, and can not be filled by the existing committee, will be advertised and will follow the same procedures as above. The official appointment of a new candidate part through the year can be done at a PTA meeting.

### [How do I get involved?](#)

Expressions of interest for committee or rep positions are to be emailed to **[pta@nauntonpark.gloucs.sch.uk](mailto:pta@nauntonpark.gloucs.sch.uk)**. It is helpful to include

- your name
- which year group your child(ren) are in
- which role you are interested in (this may be an existing position or one you would like to see introduced)
- a brief sentence or two as to your experience or why you are looking to get involved

You will be contacted for further discussion.

We are also often in need of volunteers or donations on an adhoc basis so look out for our emails (you can join our distro list by emailing [pta@nauntonpark.gloucs.sch.uk](mailto:pta@nauntonpark.gloucs.sch.uk)), our [Facebook](#) updates and our regular appearances in Parklife.

### Current vacancies

Below are details of current vacancies. REMEMBER - everything always looks scarier and more formal written out than it actually is in practice!! We are a very friendly group and are always willing to discuss new ideas or different ways of working - nothing is written in stone! So if you are even vaguely interested, please do get in touch xx

**Year Reps** - We are looking for a year rep for **Y3**. This is a great way to get involved without taking on too much. Year Reps ensure our messages go out across the school community by posting PTA comms to their own year group social media groups. There is no expectation to attend meetings or take on anything else unless you would like to.

**Secretary** - Committee position. Looking for someone to take minutes at committee meetings (usually held at about 8pm on a weekday evening, roughly once a month), contact event sponsors or potential donors in the build up to events, pitch in as needed at events and with fundraising projects, take the lead on the PTA Christmas card project - contacting the company and liaising with the school, and generally be an enthusiastic and positive advocate for the PTA.

**Deputy Treasurer** - Non-committee position. We currently have a treasurer willing to continue with core back office tasks i.e. keeping the accounts, applying for licences and looking after our social media but this year will require assistance with banking, arranging floats, delivering cheques and cashing up at in-person events.

For the deputy position, we need someone who is trustworthy, honest, reliable and has a head for numbers. Experience of book-keeping/finances and/or a good working knowledge of Excel would be useful. This position would be an ideal stepping stone to becoming treasurer but there is no obligation for this to happen.

Full treasurer duties include keeping the PTA accounts up-to-date, submitting accounts to the Charity Commission as required, arranging floats and banking money before/after events, checking and reimbursing expenditure requests, keeping committee up to date on expenditure, income and balance, getting involved in budgeting for the year, ensuring all licences are up to date (TENS, Lottery, etc.).

**Grants Guru** - Non-committee position. Looking for someone to work with the committee to research and apply for available grants for school funding. This may involve email or telephone contact with relevant businesses, checking small print, liaising with the school/PTA Chair to gather accurate detail in

order to complete forms and sharing any funding details with the Treasurer. This role can be as involved or as light touch as you make it.

**PTA Publican** - What a title! Non-committee position. Looking for someone to stock and organise the bar at any in-person events, specifically school fairs and quizzes. This will involve ensuring stock is purchased (as cost effectively as possible), stored appropriately (we have a cupboard in school for this), and used by its use by date. You will be responsible for organising the bar at events (ensuring it is adequately staffed, set up appropriately and cleared away). This role could be taken on by one person or a couple of friends (It can also involve delegation!). Our long-standing PTA land-lady will be on hand to work with you for the first few events so lots of support while you find your feet.

**General Committee Members** - Committee position. We can have up to three general committee members. These people are entitled to vote on PTA decisions, are expected to attend meetings when possible and to play a key role in helping with events and fundraising initiatives.

## Team 2021/2022



### **Committee**

This year's committee is tentatively as follows (It will be confirmed following the AGM):

- Chair - Emma Chambers
- Secretary - TBC
- Treasurer - Chris Chambers
- General Committee Member - Emily Truscott

**If anyone is interested in any of the roles tentatively filled, please do still get in touch as we are always happy to discuss ideas and hear from people keen to get involved.**

## **Reps**

Year Reps ensure our messages go out across the school community. This year we have:

- Reception - tbc
- Y1 - Laura Elspeth
- Y2 - Emily Stewart
- **Y3 - vacant**
- Y4 - Emma Chambers (PTA Chair)
- Y5 - Ali Collard
- Y6 - Karen Adkins

We also have:

- Environmental Champion - Kate Carrol
- Marketing/Social Media - Chris Chambers
- **PTA landlord** - Karen Adkins (hoping to hand over this role this year)
- **Grants guru - vacant**
- Uniform sales - Hazel



# Contact & Support Us

Email: [pta@nauntonpark.gloucs.sch.uk](mailto:pta@nauntonpark.gloucs.sch.uk)

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