



June 2024

Dear Parents and Carers,

Our Co-Chairs and Secretary are stepping down from their roles in Sept 24

Our PTA team supports The Emmbrook School in many ways - from funding equipment to assist learning, to funding activities and events that will inspire and encourage the students and add extra interest and fun to school life. We also run fun events like the Colour Run at the annual Sports Day. We do all of this through fundraising as a small group of parent and staff volunteers.

We've been led for the last 2 years by Emma Baret and Lara Navetta as Co-Chairs, for the last 8 years by Nicky Hopkins as Secretary (plus all the event coordinator roles) and for 9 years with Nicki Ilbrey as treasurer. **Our Co-Chairs and Secretary are stepping down from their roles this year (September)** and we need your help! We need new parents / guardians to get involved so we can continue our good work but also bring new ideas, new styles and a fresh approach.

We need volunteers to take on specific roles.

- Chair / Co-Chair 8 hours per half term (approx)
- Secretary 1 hour per half term (approx)
- Sports Day coordinator 4 hours - Summer term only
- Winter Carnival coordinator 4 hours - Autumn term only
- Half Marathon coordinator 2 hours - Spring term only
- Pre-Loved Uniform coord. 2 hours per half term (approx)
- Other Events coordinator 2 hours per half term (approx)
- Active PTA members 2 hours per half term (approx)

1 meeting per half term (approx 1 hour, Sept meeting includes AGM and is 1.5 hrs)

Please note that **without the roles of Chair and Secretary being filled, the PTA would have to be folded** as per the rules of the PTA constitution, denying the school of valuable additional funding and support.

To try to help you make the decision to join us please find an overview of the role requirements for each of the available positions on the following page. All roles could be shared and will be supported by the rest of the PTA.

The roles would start from the date of the AGM which is Monday 30th September 2024 - a full handover would be given.

Please get in touch with us if you feel you could take on any of these roles (or share one) or if you would like any more information, on pta@emmbrook.wokingham.sch.uk

Kind Regards,

From your PTA



Chair role (can be shared as Co-Chairs):

Key responsibilities

- Chairing and preparing for half-termly committee meetings
- Maintaining contact with the school/head teacher
- Representing the PTA at events if required (or finding a replacement)
- Working closely with secretary and treasurer
- Developing the annual PTA calendar in consultation with other members
- Monitoring jobs delegated amongst volunteers/committee members and ensuring completion
- Ensuring the committee adheres to the guidelines of the constitution
- Writing an annual report and chair's report for the AGM (with support)
- All decisions made by the PTA are voted upon, no sole person has responsibility, but the chair has a casting vote if there is a tie.

Please don't be daunted by this role, it is really rewarding and fulfilling.

Secretary role:

Key responsibilities

- Supporting the PTA committee to build effective communication links between the school and the PTA
- Maintaining accurate records of meetings and other information
- Preparing an agenda for half-termly committee meetings (with chair)
- Recording attendance, actions, decisions and proposals from these meetings
- Coordinating the funding requests received from school
- Writing and sending PTA letters
- Handling PTA correspondence
- Maintaining social media channels (or sharing responsibility)

Various Events coordinator roles:

Key responsibilities

- Organising the event
- Booking required stalls/vendors
- Communicating with PTA secretary/chair/committee where required

The event support is spread across the committee, and we all pitch in, but we need people to take the lead.

Pre-loved School Uniform coordinator:

Key responsibilities

- Promoting the Pre-loved uniform Facebook page
- Encourage parents / guardians to donate uniform
- organising the sale of secondhand uniform donations either using our Facebook page or with regular sales