



RAF Benson Community Primary School



Parent and Teacher Association

Terms of Reference – Chairperson

Date Reviewed: Sept 17

Next Review Due: Sept 18

As elected Chairperson of the Parent and Teacher Association (PTA) Committee your role has the following overview:

- The Chairperson provides leadership to the committee and manages meetings in line with the agenda and school calendar.
- You should ensure that if any issues arise they are properly dealt with in a swift manner, making sure the issue is debated and an agreement is reached. In the case of a unanimous decision not being reached a 75% majority can be approved.

The Chairpersons responsibilities include but are not exhaustive of the following:

- Liaise regularly with the Head Teacher to ensure the correct protocols are followed with respect to events, fund raising activities and annual meetings.
- Ensure the committee is suitably manned, with completed Terms of References.
- Give guidance to committee members on fulfilling the Terms of References and redress any failings.
- Review all committee Terms of References annually.
- Monitor and update the PTA Facebook group, appointing suitable admin's to assist. The Chairperson will be ensuring it consists of PTA business only and that any school business is redirected to the school office,
- Check that the PTA has suitable insurance in place for all organised events.
- Co-ordinate events / fundraising activities throughout the academic year to supplement or enhance the learning environment provided by the school.
- Certify the PTA accounts on monthly basis against received bank statements in conjunction with the appointed Treasurer.
- Ensure that the PTA accounts are independently audited on an annual basis, to provide transparency.
- Organise, chair and manage frequent meetings, including the AGM for event organisation / progress.
- Ensure that an Annual General Meeting (AGM) is completed and documented every academic year, with committee post being elected / re-elected at the AGM.
- Carry out post event debriefs ensuring all documents to assist the future running of events is retained in the PTA file held in the school office.
- Approve the agenda and sign the approved minutes of the last meeting for retention.
- Be a signatory of the PTA account along with the Treasurer.
- Ensure the school PTA webpage is kept up to date with important information, events, minutes of meetings and Terms of References.
- Monitor the PTA diary held within the school office including the PTA bouncy castle bookings.

- Undertake a handover on the point of stepping down as Chair.
- Ensure attendance of at least one committee member at the induction meeting for parents especially New Starters and annual open evening, to deliver a PTA overview.
- Ensure all committee members feel valued, are respected and encouraged to play an active part in discussions and event organisation.
- Update the Charity Commission with any changes of Trustees

Meeting management will require careful managing as some members will be better at expressing themselves than others. It is essential that the Chair remains impartial and ensures decisions are not hindered and individuals are not to feel undermined or upset, if so the matter is to be dealt with swiftly.

As a Trustee of RAF Benson Primary School PTA, you have the following collective responsibilities alongside your fellow Trustees:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol

I have read and fully understood these terms of reference.

Name:

Chairperson:

RAF Benson Primary School PTA

Date:

Name:

Head Teacher:

RAF Benson Primary School

Date: