Parents, Teachers and Friends Association
2026-2027
Terms of Reference

1. PURPOSE

The PTFA's core purpose is to advance the education of pupils in the school, in particular by:

- Developing effective relationships between the staff, parents, the community and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of all pupils.

The PTFA works in partnership with the school, and all decisions are approved by the Principal of the PTFA which is either the Head teacher or Deputy Head teacher of the school.

2. MEMBERSHIP

2.1 All parents of learners in the school are members of the school's PTFA. In addition teachers and friends of the school are invited to join and support the PTFA in its endeavors.

For 2026-2027, the following persons have been elected into key roles within the association.

	Chair
	Treasurer
	Secretary

2.2 Other people may be invited to attend the meetings at the request of the association to provide advice and assistance where necessary.

2.3 Members must declare a conflict of interest if any matters discussed are directly linked to a business linked with the family.

2.4 Members must be aware that many issues discussed by this group are sometimes of a sensitive or confidential nature, and the highest standards of professionalism must be upheld at all times, both in and out of meetings, as a representative of our school. (See Code of Conduct).

3. ROLES

It is the role of the Chair to provide leadership and governance for the PTFA committee, she sets the agenda for meetings and manages meetings in line with the Agenda.

Duties of the Chair include:

•Provide leadership to the PTFA ensuring long term vision remains appropriate and that shorter term goals are met.
•Set the Agenda for meetings
•Encourage attendance at, and participation in, PTFA meetings
•Ensure committee roles and fundraising event roles are filled and tasks accomplished
•Play active role in reviewing the schools wish list of spending with the head teacher and the PTFA treasurer.
•Raise Temporary Event Notices on behalf of the PTFA with the local authority
•Act as Liaison point with the charities commission and ensures that filings are made in an accurate and timely manner.
•Act as primary contact point between the head teacher, school office and the PTFA for communication.
•Publish notifications and updates on behalf of the PTFA on the school email system.
•Act as back up signatory for the PTFA bank accounts.
•Write the annual report for the PTFA in cooperation with the secretary.
•Ensure PTFA loan items are checked regularly and that a diary of loans is kept.

It is the role of the Secretary to ensure that the PTFA runs smoothly. The Secretary provides a link between Committee Members and the PTFA, and between the PTFA and the School. The Secretary deals with all the correspondence that the PTFA receives.

Duties of the secretary include:

•Deal with correspondence
•Prepare Agendas
•Call meetings - giving plenty of notice
•Keep a record of attendance at meetings
•Take notes during meetings
•Write up the minutes of meetings
•Distribute minutes to all the Committee
•Make meeting & event arrangements
•Write the Annual Report with the Chair

It is the role of the Treasurer to manage and control the funds the PTFA raises. The Treasurer should record all income and expenditure in a ledger, recording details of the amounts received and spent and have these details available for every Committee meeting.

Duties of the treasurer include:

•Maintain the financial records
•Maintain financial plans
•Report income & expenditure at meetings
• Liaise with the bank
•Regular and other payments
•Prepare and co-sign cheques as required
•Count and bank monies
•Charity registration and Gift Aid
•Draw up the annual accounts

4. ORGANISATION OF MEETINGS

Meetings shall be held approx. half termly for a period of no longer than 1hour. A special or extraordinary meeting may be called when and if deemed necessary.

Meetings will be booked in advance and will be held in the school building.

All members of the committee (ie. All parents of learners in the school) are welcome and invited to these meetings.

The Principal and the chair of the PTFA will meet 10 days prior to a meeting to finalise the Agenda.

The secretary will send out the agenda in advance of the meeting to all members who have expressed initial interest in joining the committee.

As soon as possible after the meeting the minutes will be circulated.

5. PROFESSIONAL STANDARDS

All committee members agree to and sign the PTFA Code of Conduct annually and agree to adhere to these professional standards at all times.

6. AMENDMENTS

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.

The above Terms of Reference for Redbrook Hayes Community Primary School PTFA have been agreed.

Signed by the PTFA:

Date:

Date for review: