

Friends of Krishna Avanti School Croydon



PTA Handbook

Version 2.1

December 2023

Contents

Introduction	2
Welcome to our school	2
Why do we have a PTA?	2
Our PTA History	2
Role of the Committee	2
Annual General Meeting (AGM)	2
Year Representatives	3
Teachers and Staff	3
How we raise money	3
Fundraising Events	3
How we spend the money we raise	3
Communication	3
How we get information to you	3
How you can contact us	4
Helping out	4

Appendices

1. Our Constitution
2. Committee Members and Year Representatives
3. Volunteer Application Form
4. Committee Member Application Form
5. Key Roles and Responsibilities

Introduction

Welcome to our school

This handbook has been compiled by our PTA especially for you, the parents of children within our school community. It aims to provide you with information about Friends of Krishna Avanti School Croydon PTA, which forms a major part of school life.

If, after reading this booklet, you have any questions that remain unanswered, please contact one of the Committee members or your Year Representative.

Why do we have a PTA?

We are fortunate to have committed members who have volunteered their time and expertise to launch the PTA.

The PTA is an independent body governed solely by its committee members, primarily to support the school. Our PTA is much more than simply fundraising for the school. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school and pupils, working towards a common goal. It is fun too - just ask any of the Committee members or PTA volunteers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PTA will from strength to strength.

All parents automatically become members of FoKAS, the Krishna Avanti Primary School Croydon PTA, when their child joins our school. All parents, teachers and members of the school community are encouraged to get involved, even if they only have a small amount of time available.

The PTA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events will be fundraisers, but all will have a common aim of helping the school, or giving the children a good time, whilst embracing the wider community of Croydon.

Our PTA history

Launched in March 2017, our PTA is now well established and recognised in the wider Croydon (and beyond) community. With the support of everyone, we hope to continue its success and make it bigger and better.

The Role of the Committee

Our PTA Committee consists of at least three Officers: Chair, Treasurer and Secretary. We also have between 5 and 10 members who make up the full Committee, including several members of the school staff.

The Committee meets at least once a term, with smaller working groups meeting as necessary when larger events are being planned.

Annual General Meeting (AGM)

Our Annual General Meeting is held in September at the beginning of the school year and will provide

an opportunity for all parents to come along and hear in more detail about the work of the PTA, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when new Committee Members and Year Representatives can be appointed.

Year Group Representatives

Our Year Group Representatives undertake a very important role. There are two or more representatives per school year whose role it is to provide a link between individual year groups and parents and the PTA Committee. The support from Year Group Representatives is vital when it comes to organising our main events - from selling tickets to organising rotas of help. We really could not manage without them. A list of current PTA Committee Members and Year Representatives is at Appendix 2 at the back of this booklet. Updated lists are sent out each year after the AGM. If you are interested in joining the Committee or acting as a Year representative or PTA volunteer, please do not hesitate to contact us (see How you can contact us – **page 10**).

Teachers and Staff

The teaching and support staff are invaluable to the work of the PTA. They attend meetings, provide ideas, support and participate in our events. They also help communicate PTA information to the children and provide feedback from the children and parents to the PTA Committee.

How we raise money

Like most PTAs, the majority of our funds will be raised through the events and schemes that we plan to run. Below are just some of the events we have held.

Fundraising Events

Summer Fete – With third party stalls as well as PTA run stalls, refreshments, games and activities for the children, such as bouncy castles, there is something for everyone.

Halloween Party – A ticketed event providing an organised, Halloween themed party for children, staff and parents.

Christmas Party – A ticketed event providing an organised, Christmas themed party for children, staff and parents, which includes a special guest appearance from Santa Claus and/or personalised letters from Santa to each pupil.

Mothers Day Afternoon Tea - A ticketed event providing a traditional afternoon tea experience for all mothers and grandmother with a slice of cake and a hot drink on our rooftop playground

Ice Lolly Stall – An after-school stall selling various ice creams and lollies for adults and children on the hot summer days.

Cinema afternoon – A ticketed event providing a cinema experience with snacks for the kids.

Garba/Dandiya - A ticketed event open to school members and the wider community for local seasonal fun.

We can raise money in other ways too. Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

How we spend the money we raise

Following a fundraising event, the money will be banked straight away. It is at our PTA Committee meetings, that the decisions on how to spend the money is agreed upon by the Committee members and staff.

Usually, the school will have a 'wish list' of items that they would like the PTA to consider funding. Sometimes funding will be allocated as a result of the children or parents asking for something. At other times, funds raised will be for resources to improve a particular area of the curriculum or school environment. The PTA funds are spent on the 'extras' that cannot be provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. The money we raise will usually be spent fairly quickly. That way, you can be sure that in supporting our school, your own children will feel the benefit, along with everybody else.

Communication

How we get information to you

PTA correspondence is sent out via email and through Classlist. PTA notices will also be posted on the school notice boards, which are situated at the main entrance and outside the classrooms. In addition, we will send out posters and application forms for individual events held during the year. We will occasionally send out ad hoc reminders and requests for volunteers and/or donations. An important aspect of our correspondence includes a regular newsletter, which will include feedback on events that have taken place, money raised, information on forthcoming events and dates, requests for assistance and a fundraising total for the school year to date. Once a year we will send out an annual report, summarising the successes of the year and reporting on the funds raised.

How you can contact us

You can currently contact the PTA in the following ways:

eMail: our email address is fokascroydon@gmail.com. We will endeavour to respond to your email as soon as possible.

Talk to your Year Group Rep or a Committee member (see Appendix 2).

Classlist: our secure online parent to parent communications and events portal. Download the free app and search for Friends of Krishna Avanti School Croydon.

Helping out

How you can get involved

There are lots of ways you can help and support your child through the PTA. To stage the events the PTA organise we rely on a large number of volunteers.

Examples of how you could volunteer/help include:

- Manning a stall at a Fete;
- Serving at the bar at a Disco;
- Making gifts for Fayres and Sales;
- Making cakes for Bake sales.

Or, would you be prepared to commit just 30 minutes of your time at our larger events? (Christmas and Summer Fayre) Over the whole school year, that's just 1 hour! Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be completed from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc.

If you would like to be more involved with your child's school, you can volunteer to be a Class Representative or Committee Member. Or, you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us. For example, do you know a good DJ, children's entertainer? Are you involved with any organisations that could help us with a new type of event? Can you get raffle prizes from your employer or is someone you know able to provide raffle prizes?

There is a brief form at Appendix 3 of this booklet to fill in and return if you are able to help in any way, no matter how small. Don't forget to include an email address and phone number.

Appendix 1:

PTA CONSTITUTION
(Held on File in School Office)

Appendix 2:

2023 Committee Members and Class Representatives

Chair : Vacant

Vice Chair : Dimple Siddhpura

Treasurer : Vacant

Secretary : Vacant

Committee Members: Mayuri Shah
Rajni Gupta

Year Group Representatives

Reception :

Year 1 :

Year 2 :

Year 3 :

Year 4 :

Year 5 :

Year 6 :

Appendix 3: PTA Volunteering Form

Name	
Mobile	
Email	

Child(s) Name	Class / Year

Preferred Method of Contact
<input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Note Sent Home with child <input type="checkbox"/> Other (please specify)
<input type="checkbox"/> I would like to receive updates on PTA activities and events

How Would You Like to Volunteer?	
Sign up for:	
<input type="checkbox"/>	Attend PTA Meetings
<input type="checkbox"/>	Volunteer to organise an event
<input type="checkbox"/>	Volunteer to set up / clear up an event
<input type="checkbox"/>	Help run a stall
<input type="checkbox"/>	Serve on a sub-committee
<input type="checkbox"/>	Donate raffle prizes
<input type="checkbox"/>	Volunteer a specialist skill (e.g. photography, DJ etc.) Please specify skill:
<input type="checkbox"/>	Any other way? Please Specify

Your contact information will be used for PTA purposes only, will be held by Committee members only and will not be distributed to anyone outside of the Committee or for any other purpose.

Appendix 4: Committee Member Joining & Declaration Form

Applicant Name:	Parent of:
	Yr:
<p>I confirm I wish to join the FOKAS Committee. I confirm I have read the terms and agree to commit to the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have received and read the Handbook and constitution <input type="checkbox"/> I will attend at least 2 Committee meetings per academic year in addition to the AGM <input type="checkbox"/> I will actively participate in at least 2 FOKAS events per academic year <input type="checkbox"/> I confirm I will act in the interests of FOKAS and Krishna Avanti Primary School Croydon <input type="checkbox"/> I confirm all activities will conform to the ethos of Krishna Avanti Primary School 	
Signed:	Dated:

Committee Use Only

Application Received	Member Accepted:
	Yes No
Signed (committee Member)	Date:

Appendix 5: Key Roles and Responsibilities

The usual structure of a PTA committee is to have at least three named officers: the chair, treasurer and secretary. Under certain circumstances, additional roles may be created to support the efforts of the PTA, such as Vice Chair, Communications Officer etc.

PTA Chair

Main purpose of the role

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM - Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

PTA treasurer

Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way

- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

At the AGM - Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical

PTA secretary

Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

At the AGM - Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated