

Date Valley School PTFC

Asaalaamu alaikum wa rahmatullahi wa barakatuhu.

Dear Parents / Carers,

Welcome to Date Valley School.



Ma shaa' Allah the Date Valley Community is vibrant and full of energy. There is a PTFC event nearly every school month, which leads to a warm community buzz benefiting both the children and parents alike.

The PTFC stands for Parent Teacher Friends Committee and is reliant on volunteers who dedicate their time to the cause, these are mainly parents of the school.

Our objectives are:

- 1) Social Wellbeing: Develop extended relationships between the staff, parents and others associated with the school.
- 2) Fundraising: Engage in activities which support the school and advance the education of the pupils attending it.
- 3) Provision: Provide and assist in the provision of such facilities or items for education at the school as determined by the PTFC in consultation with School Management.

PTFC roles:

The PTFC consists of a Chair, Treasurer, School Liaison Officer and Class Representatives for each year group.

Role of Chair Person

Main purpose of the role:

The Chair directs the meetings, making sure everyone's views are heard and everyone is involved in the meeting. She should make sure all committee members are familiar with the PTFC's framework and their role and responsibilities as a committee member.

Duties and key responsibilities

- Prepares for meetings (with the School Liaison Officer), invites committee members, parents and staff, suggests items for the agenda and identifies outstanding items from the last meeting
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the framework, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed
- Ensures any decisions made are clear, fit the objective aims of the school and parents alike in the best interests of the children, and by agreement of the committee
- Support organisers with planning of events including discussions with the school, liaise with SLT in relation to what events are being held and follow up feedback on events

Role of Treasurer

Main purpose of the role

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. They should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM.

Role of School Liaison officer

Main purpose of the role

Supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

Duties and key responsibilities

- Prepares for meetings (with the Chair)
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
- Making sure that the association is GDPR compliant
- Assists the Chair writing the annual report for the association
- Handles written and email correspondence received for the association

Role of Class Representatives

Main purpose of the role

Each year group will actively vote at least one representative parent from their year group to aid in handling their year group efforts within the PTFC, as well as key communication relevant to that year group. The organisation of fundraising events will be essential to the success of the PTFC and the responsibility for the organisation and running of such events will have to be shared across the class representatives.

Duties and key responsibilities

- Actively provide reminders and general school messages to their year e.g. events, trips (volunteer helpers), workshops, whole school focus etc.
- Encourage attendance to events at school/running of class activities
- Encourage team building & fundraising events
- Assist and support new parents as well as provide opportunities to socially engage with other parents e.g. coffee mornings
- Be solution focussed and encourage harmony throughout the school with parents coming together to support the teacher/TA's through thank you messages and end of year gifts etc.
- Be respectful, confidential and positive in matters concerning the school, staff and parents and the systems in place

'At Date Valley we are respectful, reflective and resilient learners'