



**Parent Teacher
Association
Charity Reg. No. 1123348**

“WELCOME”

Contents page

Section no:

1. Introduction
2. Why do we have a PTA?
3. Charitable status
4. Our PTA history
5. Links with our local community
6. Role of the PTA committee
7. Support from the National Confederation of Parent Teacher Associations - NCPTA
8. How we raise money
9. Gift Aid
10. Charity matched giving
11. How we spend the money we raise
12. How we get information to you
13. How you can get involved
14. What the PTA means to our School, The Governors, and The Headteacher

Appendices

1. Gift Aid form
2. Parents' Questionnaire

1. Introduction

Welcome to our school.

This booklet has been compiled by our PTA especially for you, as a new family joining our school community. We realise it can be strange and a little nerve-wracking starting at a new school and there always seems to be so many questions to ask. This booklet aims to provide you with information about our Parent Teacher Association which forms a major part of school life.

If you have any questions that remain unanswered, please contact one of the committee members, Miss O'Dell or your class teacher.

2. Why do we have a PTA?

We are fortunate at our school to have a PTA that is and has been an integral part of the school community for many years. In its time the PTA has raised tens of thousands of pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it's an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the Committee members or PTA helpers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PTA has always succeeded in its efforts.

All parents and members of the school community are encouraged to get involved, even if you only have a small amount of time available. All families are automatically members of Needwood School PTA when your child joins our school.

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 are run as fundraisers. School discos and other events are run with the aim of giving the children a good time and as a way of thanking families for their continued support for the PTA.

3. Charitable status

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales. As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PTA and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

Being a registered charity enables the PTA to:-

- receive charitable donations from local and national companies

- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid

4. Our PTA history

Needwood School PTA was formed after local schools including Hanbury and Hoar Cross joined together to form Needwood Primary School. Over the years the PTA has raised funds for children's enrichment activities, theatre trips, fruit, computers and sports equipment. In 2000 a large sum of money was raised to build the Millennium room and in 2010 the community came together to raise funds for a new foundation stage classroom and develop Newborough Community Hall.

5. Links with local businesses / Community

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful. A decade ago the school made links with the Newborough Well Dressing Committee and we work together to organise the annual village fete. Many of our local business' are very generous providing donations for raffle prizes, auction items etc. for which we are extremely grateful.

6. Role of the Committee

Our PTA committee consists of three Officers: Chair, Treasurer and Secretary. All parents / guardians of children currently attending the school can attend all meetings including the annual AGM held in September each year. This is the occasion when we elect our new committee members.

The Committee meet on a regular basis usually once a month (term time only), with smaller working groups meeting as necessary when we are planning larger events.

A list of current PTA committee members, is 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 PTA volunteer, please do not hesitate to talk to a member of the Committee.

7. Support from NCPTA (National Confederation of Parent Teacher Associations)

Our PTA is a member of the NCPTA, which is a national charity and membership organisation providing support and guidance for all PTA associations in England, Wales and Northern Ireland. We pay an annual membership fee to the NCPTA which gives us member benefits including comprehensive insurance cover for all PTA run events.

8. How we raise money

Like most PTAs, the majority of our funds are raised through the events that we run. Some of our most popular events are: Well Dressing, Chocolate Bingo, Promise auction, Raffles and the 100 club.

We 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.

As our PTA is a registered charity, we are able to raise money through Gift Aid and company matched giving schemes.

9. Gift Aid

In the past Gift Aid has boosted our funds considerably. It is tax claimed back from the Inland Revenue from donations made to us out of your earned income.

If you are a UK tax payer, we are able to claim 25p in every pound that you donate to our PTA. The procedure for this is very simple. We ask our parents to sign the declaration form attached (this only has to be done once whilst you are at school) to confirm you are a UK taxpayer. The declaration can be cancelled at any time. Following this, every time you support the PTA with a cash donation or if you support a sponsored event, the PTA can claim the Gift Aid on your contribution.

There is nothing further for you to do and we need no other information from you. The issue of Gift Aid is taken on trust and you can support more than one charity in this way. We do not, and are not required to divulge any personal information to the HMRC from your completed forms.

If you are a UK taxpayer, please complete the declaration form at the back of this booklet. If both parents are taxpayers, please request another Gift Aid form from our PTA Treasurer or copy the one you have. As a PTA we are very conscious that with a relatively small school community, the demands are often not as widely spread as in larger schools, and because of this, we try to raise our funds from as many different sources as possible.

10. Company matched giving

Company matched giving is a very simple. Companies or businesses pledge to donate to our charity an amount of money relating to the amount that their employee(s) donates or fundraises for us.

- the company benefits from having charitable donations written off against taxable profits
- the company can endeavour to get publicity for their giving
- our PTA benefits from receiving additional funds raised at an event

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace, please talk to one of the PTA officers, or ask in the school office.

11. How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our PTA Committee meetings, that the decisions on how to spend the money are agreed.

Usually, Miss O'Dell will have a 'wish list' of items that the school would like the PTA to consider funding.

Sometimes this will be as a result of the children asking for something, at other times it will be for resources to improve a particular area of the curriculum or school environment. The PTA funds are spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.

PTA funds are not generally spent on improving the fabric of the school building as this is the responsibility of the school Governing Body. Our Constitution commits the PTA to spending money on things that will benefit the children directly. We always endeavour to spend our funds in ways that will benefit all our children across all areas of the school and curriculum. Many of the resources purchased have a direct link to the School Improvement Plan.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your child/ren will feel the benefit, along with everybody else.

Of course there have been times when we have been fundraising for a large project. In the past, we have supported the building of the new foundation stage classroom and recently the building of the extension.

However, whilst saving for these, we have still managed to find funds for smaller items, such as digital cameras, thanks to the generous and continued support of our parents.

12. How we get information to you

All PTA correspondence is sent home on the Friday newsletter. The notes include information on forthcoming events and dates plus requests for assistance when we are planning large events. Following a PTA event, we always write to let you know how much was raised, and if we can, we tell you what the money will be spent on.

PTA letters are also posted on the PTA page of the school website. www.needwood.staffs.sch.uk.

We are currently trying to establish a list of parents' email / phone details, so we can contact you this way. Please let the PTA Secretary have your email address and phone number.

13. How you can get involved

There are lots of ways you can help and support your child through the PTA.

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 can not come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us.

If either or both parents complete the Gift Aid declaration form, your donations will be worth a lot more to us as we are always extremely grateful to receive donations.

And finally, the PTA will be delighted to see you at our PTA meetings.

There is brief questionnaire at the back of the 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 if possible.

14. What the PTA means to our school

Because our PTA involves the whole school community we thought you would like to know what others think about our PTA.

From Our Headteacher, Miss O'Dell and the Governing Body

"Here at Needwood CE (VA) Primary School we are exceptionally lucky to have an amazingly supportive PTA. Myself and The Governing Body feel privileged to work with such a dynamic and energetic group of people who not only work tirelessly to support our school but bring lots of fun and creativity to the numerous events they organise and run. The sense of family and team spirit between the school and the PTA is phenomenal and has resulted in some phenomenal fund raising. Indeed, it is fair to say that many of the projects (especially the new build!) may not have come to fruition if it wasn't for the blood, sweat and tears of our PTA. Myself and The Governors cannot thank them enough for all they do!"

Michelle O'Dell Head Teacher

Needwood CE (VA) Primary School

Thank you for taking the time to read our booklet. We hope you now know a little more about **your** Parent Teacher Association. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

From all the PTA Committee

Duncan Varley
Chairperson
dvarley@yahoo.com

Jude Harrison
Treasurer
07799408398

Claire Montgomery
Secretary
01283 820282

September 2011

Gift Aid Declaration

Name of Charity

Details of donor

TitleForename(s) Surname

Address

.....

..... Post Code

I want the charity to treat

*the enclosed donation of £ as a Gift Aid donation

*the donation(s) of £which I made on/...../..... as (a)
Gift Aid donation (s)

*all donations that I make from the date of this declaration until I notify you
otherwise as Gift Aid donations

*all donations I have made for the six years prior to this year, (but no earlier than
6/4/2000) **and** all donations I make from the date of this declaration until I notify you
otherwise, as Gift Aid donations.

**You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to
the tax that the charity reclaims on your donations in the appropriate tax year
(currently 25p for each £1 you give).**

Date:/...../.....

*delete as appropriate

Notes:

1. You can cancel this Declaration at any time by notifying the charity.
2. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or, refer to help sheet IR65 on the HMRC web site.
5. Please notify the charity if you change your name or address.

Parents' Questionnaire

All families of pupils at our school are members of the PTA. The PTA runs regular fundraising and social events for the whole school community. Our fundraising efforts have enhanced the education and experience of all the children at the school and will continue to do so with your support. We would like to know a little bit about you and the events and activities that interest you. The PTA Committee would appreciate it if you would take a few minutes to complete this questionnaire:

Name:

Contact telephone no:

Child(ren)'s name and class:

Email Address:

- What sort of events would you enjoy attending, e.g. quiz night, ladies night, family disco?

- Please list any skills or talents you have that the PTA might be able to use: e.g. good with computers, painting, carpentry, gardening, baking, financial, marketing

- Do you work for/own a company that might be prepared to support the PTA by donating a raffle prize or sponsoring a stall at our Christmas or summer fair? If yes, please give details.

- Do you work for a company that has a company matched giving scheme for employees? If you don't know, would you be prepared to ask them?

- Would you like more information about joining the committee, the roles and responsibilities and the time commitment involved?

- Is there anything specific you would like the PTA to fund for our children? Please give details:

We hold regular PTA meetings, which are advertised via the Friday Newsletter. We need the support of parents so that decisions taken at all PTA meetings are valid and in line with our constitution. Please do come along the meetings are very informal and are a good way to meet other parents.

Finally, please don't hesitate to contact me or any of the Committee if you have any questions. Many thanks

If you would like to be involved in any/all of the PTA events listed below, please complete this section of the questionnaire and return it to the school office when convenient. All support is welcome – no matter how much or how little time you are able to give. By indicating on this form your willingness to help you are under no obligation to give more time than you can spare. We will contact you in advance of events to ascertain how you can help on each occasion.