



St Peter's School PSA

St Peter's School Parents & Staff Association

Roles & Responsibilities

The PSA works alongside the school to support and benefit our children by raising funds for new kit and equipment. We also provide events and a social network that benefit both parents and children.

Our committee is made up of parents and staff who are keen to be involved in their child's school. We are always open to new volunteers: if you would like to become involved, please contact your class representative.

Chair

- Lead the committee – ensure all roles are filled and support committee members to fulfil fundraising objectives
- Convene committee meetings & AGM – plan and set agenda, chair the meetings, follow-up on actions
- Set the calendar of PSA events in consultation with school and the committee
- Liaise with the SLT when necessary

Vice-chair/Co-chair

- As above, to support, and in the absence of, the Chair
- Manage non-event income generation: e.g. Easyfundraising

Secretary

- Attend all meetings to record the minutes
- Ensure the right documentation is available at meetings including the agenda and previous minutes
- Maintain the PSA information on the Charity Commission website

Treasurer / Co-Treasurer

- Maintain on-going financial records on income and expenditure
- Provide an update on income and expenditure at meetings (can be via email)
- Prepare the annual accounts & submit to the Charity Commission
- Provide floats & reconcile money taken at each event
- Act as the primary contact for all banking required
- Manage all reimbursements/payments to school
- Manage the administration of year group cake sales, maintaining a record of sums raised by year groups and reimbursing staff/school as needed

Events Co-ordinator

- Manage the calendar of PSA events including re-scheduling and supporting event owners
- Manage the PSA inventory of event supplies (catering & event specific)
- Liaise with the school office to secure resources needed for events e.g. classrooms & storage space
- Apply for Alcohol licences and St John Ambulance services

Class Rep Co-ordinator

- Ensure every class is represented by at least one Class Rep at the beginning of the academic year and maintain a list of them
- Support the Class Reps by providing a weekly email template with information on upcoming PSA and school events/activities which they can tailor and send out to their parents
- Run a Class Reps meeting every half term to update the Class Reps on PSA event/activities

Communications Officer

- Deliver all communications from the PSA to parents & children including newsletters, letters, posters and flyers
- Maintain the PSA pages of the school website
- Manage the PSA email account
- Work with the school Communications Officer to provide input to the school's weekly newsletter