**PTA - Terms of Reference**

All parents, carers and teachers of children at Overleigh St Mary’s C of E Primary School are automatically members of the Overleigh Parent and Teacher Association (PTA). Our meetings and events are open to everyone who wishes to join us.

We hold our Annual General Meeting (AGM) in October, at the start of the school year. At this meeting, a committee is elected to run the PTA consisting of a Chair, PTA Draw Club Manager, Treasurer and Secretary. There are two teachers on the PTA and all consultation with the school is through them. Despite our roles (which are in accordance with the national PTA rules), we are an informal group with a goal of trying to make fund-raising fun.

The PTA as a whole usually meets twice a term, and we set up smaller working groups to organise individual events.

**Aim of the PTA**

To raise funds to improve and enhance the educational and social experiences of Overleigh children, their teachers and their families.

**Communication**

Overleigh PTA communicates with parents through email updates and newsletters, the PTA page on the school website and through the Heads Newsletter (sent by the school). Dates of meetings are published on the school calendar, are sent out on Parentmail and the PTA page on the school website. Meeting minutes are kept on the PTA page of the school website. The PTA can be contacted by email: [pta@overleighstmarysce.cheshire.sch.uk](mailto:pta@overleighstmarysce.cheshire.sch.uk)

**Fundraising**

Overleighs PTA raises money by organising and managing various fundraisers throughout the school year. The money raised by the PTA is used to purchase educational tools, playground equipment, classroom supplies and is also used to pay for special events for the children which the school would otherwise not be able to afford.

**The following areas fall outside of the remit of the PTA:**

* Issues relating to confidentiality
* School management
* Curriculum or time-tabling
* Staff selection or appointment
* School hours or holidays
* School Budget
* Specific circumstances of individuals