



# Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary  
Mrs Bishop - Principal of Secondary

Maritime House  
Southwell Business Park  
Portland, Dorset. DT5 2NA

Tel: 01305 820262  
Email: [Office@atlantic-aspirations.org](mailto:Office@atlantic-aspirations.org)

[www.atlantic-aspirations.org](http://www.atlantic-aspirations.org)

17th May 2022

Dear Parent/Carer,

## Atlantic Academy PTA 2022-23

In the past, our school has been lucky to have the support of an active, engaging PTA and we are hoping to recruit a team to continue this on. We have the following positions, with example responsibilities listed on the second page, available: **Chair, Treasurer and Secretary**. We will also need a team of general volunteers without specified roles who offer a lighter commitment to the PTA.

There is no minimum number of hours and no experience required - any help will be greatly appreciated. You can help with as many or as few events suit you within the year and decide which parts you wish to help with: be it set up, running or clearing down. **We understand these roles need to work around a busy family life.**

We will seek to meet twice in the Summer term to organise a calendar of events for the upcoming academic year. Past events have included:

- Discos
- Film clubs
- Bingo for both children and adults
- Funded external visitors/ events at school
- Seasonal fairs
- Candy grams
- Raffles
- Craft afternoons/ evenings for both children and adults
- Easter egg hunt
- Welcome events for new parents at the school

Any new ideas would be welcomed!

If you are interested in being a part of our PTA in any named role or for general volunteering, please email Miss Powell on [epowell@atlantic-aspirations.org](mailto:epowell@atlantic-aspirations.org). Miss Powell will then be able to share the relevant forms with you.

We will hold a meeting on **Wednesday 25th May at 3pm** to elect our Chair, Treasurer and Secretary and welcome any new members. We look forward to hearing from you. There will be a club for your children to attend and we expect it to run until 4.15pm.



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Yours faithfully,

**Miss Powell**

Miss E Powell  
Class Teacher/ Staff Coordinator of PTA

## Chair

- Setting the dates and agenda for meetings
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- Being one of the designated signatories on the PTA bank account
- Getting to know PTA members and welcoming and encouraging new volunteers
- Drawing up the annual PTA calendar of events

## Treasurer

- Reporting finances at PTA meetings in a clear, concise way that all members can understand
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the PTA's financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PTA bank cards and cheque books are safely stored
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

## Secretary

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Helping the chair in planning the AGM and preparing the annual report
- Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Managing all correspondence received by the PTA
- Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair
- Maintaining the PTA's records, including minutes, member contact details and legal documents
- Ensuring there are enough committee numbers present at meetings to make up the quorum
- Preparing the publicity for events, including flyers, posters and tickets

