



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal

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Maritime House
Southwell Business Park
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www.atlantic-aspirations.org



Atlantic Academy PTFA
Parents, Teachers and Friends Association

10th September 2025

Dear Parent/Carer,

Atlantic Academy PTFA 2025/26

In the past, our school has been lucky to have the support of an active, engaging PTA. At our upcoming AGM, we have the following positions, with example responsibilities listed on the second page, available: **Chair, Treasurer, Social Media Co-ordinator** and **Secretary**. We will also need a team of general volunteers without specified roles who offer a lighter commitment to the PTFA.

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 setting up, running or clearing down. **We understand these roles need to work around a busy family life.**

We will seek to meet once each term to organise a calendar of events for the upcoming academic year. Those with elected roles should aim to attend the majority of the PTFA meetings in order to allow a successful organisation of planned events. Past events have included:

- Discos
- Bingo for both children and adults
- Funded external visitors/ events at school
- Seasonal fairs
- Easter egg hunt
- Colour Runs

Any new ideas would be welcomed!

At our AGM on **Thursday 2nd October 2025 at 8.30am in our school theatre** we will seek to elect our Chair, Treasurer and Secretary and welcome any new members. If you are interested in being a part of our PTFA in any named role or for general volunteering, [complete this online form](#). You will be sent a confirmation email once we have received your application, voting will take place using a google form and will open at the close of our AGM.

Any existing members of the PTFA are expected to attend the AGM. If you are unable to attend please send a formal apologies via email or letter to be noted on the AGM minutes. If apologies are given in advance, you will still be able to be either a role assigned member or general member.

We look forward to hearing from you.

Kind Regards,

Ms Powell and Miss Jones



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Atlantic Academy PTFA
(Parents, Teachers and Friends Association)

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 members present at meetings to make up the quorum
- Preparing the publicity for events, including flyers, posters and tickets



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Social Media Co-ordinator

- Draft and schedule posts to promote PTFA events, meetings, and fundraising activities.
- Design simple graphics, posters, or videos (with templates or free tools, if needed).
- Share event updates, results, and thank-yous to encourage engagement.
- Respond to comments and messages in a friendly and timely manner.
- Moderate PTFA pages or groups to ensure conversations remain positive, relevant, and inclusive.
- Encourage parent/carer participation and highlight volunteer opportunities.
- Follow school and PTFA safeguarding and social media policies.
- Never share photos, videos, or names of children without the school's prior approval.
- Ensure posts comply with GDPR and respect privacy.
- Liaise with the PTFA Chair, Committee, and school staff to gather accurate information for posts.
- Work with event organisers to publicise activities.
- Provide brief updates at PTFA meetings on social media reach and engagement.
- Suggest ideas to improve communication and community involvement.

Secondary Link

- Serve as the main point of contact between school staff and the PTFA.
- Share school updates, priorities, and upcoming events with the PTFA.
- Pass PTFA updates and requests back to the Headteacher, Senior Leadership Team, and relevant staff.
- Advise on how PTFA funds and activities can best support pupils and school development plans.
- Ensure PTFA initiatives reflect the school's values, policies, and ethos.
- Provide clarity on safeguarding, GDPR, and health & safety requirements.
- Support the planning of joint PTFA-school events.
- Assist with practical arrangements (e.g., facilities, staff support, equipment).
- Help promote PTFA events within the school community (newsletters, assemblies, tutor groups, etc.).