



Welcome

Annual AGM Meeting 2025

Charlton PTA

Elected Roles

Chairman – Agnieszka Balicka

Secretary – Katie Rollinson

Treasurer – Izzy Liddiard

Communications Officer – Rhoda McNeil

Sam Campbell – Head of School

Beth Goodman – Staff

Emma Amos – Staff

Sara Whild – Staff/Parent

Stevie Allen – Staff/Parent

Russell Allen

Beth Collier

Owen Hughes

Laura Howells–Green

Alissa Lorton

Nga Mai

Chloe Clear

PTA Light

We also have a select group of parents who are signed up to PTA Light which is an informal way to join the PTA

We have many parents eager to help at events but unable to attend every PTA meeting, and their support is crucial for the success of our events! To stay connected and send messages close to events, we use a WhatsApp group for PTA Light, which has been highly effective since it was introduced a few years ago



You can join PTA via our website page 'Ways to volunteer'

Chairman

Qualities of a Good Chair

- Confident, approachable, and fair.
- Good listener and communicator.
- Organised but able to delegate.
- Positive, motivational, and diplomatic

Role of chairmam

- Lead the PTA and make sure it works towards its aims
- Delegate tasks effectively so that responsibilities are shared
- Plan meeting agendas (with the Secretary).
- Chair meetings in an organised and fair way, ensuring all voices are heard.
- Working with the school administration to understand their needs and requests for funding for the year ahead. Identify potential budget and fundraising goals for wishlist projects
- Identify grant programs and external funding options for school projects and programs through applying for grants/liasing with local authorities, and businesses.
- Making sure the PTA follows its constitution and any model policies. Working with treasurer to ensure the ideas work with our finances and then present the information ready for decisions at meetings
- Ensure the PTA follows its constitution, policies, and legal responsibilities (e.g. if registered as a charity).
- Support the Treasurer in keeping finances transparent and accountable.
- Make sure fundraising and spending decisions are fair, in the PTA's best interests, and benefit the pupils.

Secretary

Qualities of a Good Secretary

- Organised and efficient.
- Good written and verbal communicator.
- Able to take clear, concise notes.
- Reliable and approachable.

Role of Secretary

- First point of contact between a school and PTA
- Arrange meetings and complete agendas
- Send out meeting notices, agendas, etc
- Take accurate minutes during meetings, noting decisions, actions, and who is responsible.
- Circulate minutes to the committee and file them for future reference.
- Help ensure the PTA follows its constitution and policies.
- Handle official paperwork (e.g. charity registration documents, licences for raffles/lotteries, risk assessments where relevant
- Setting PTA calendar of events for the year ahead.
- Hearing new ideas from the committee and bringing suitable ideas to vote.
- Communication with external vendors to ensure all relevant something regarding tens etcetcetc
- Creating content ready for communication with staff and parents
- First point of call for events management
- Liaising with businesses to secure discounts and special offers for parents and students,

Treasurer

Qualities of a Good Treasurer

- Organised and methodical.
- Good with numbers and basic finance.
- Trustworthy and reliable.
- Able to explain finances clearly to others

Role of Treasurer

- Financial Management of PTA funds
- Keep accurate and up-to-date records of all income and expenditure.
- Maintain the PTA bank account
- Handle cash securely (e.g. counting and banking money from events).
- Prepare budgets and financial forecasts to help the committee plan events and activities.
- Advise the committee on affordability of projects or donations to the school.
- Present a financial update at each PTA meeting
- Prepare an annual financial report for the AGM.
- Ensure accounts are independently checked/audited if required.
- Ensure the PTA complies with financial regulations (charity law, if the PTA is a registered charity).
- Submit returns to the Charity Commission or HMRC where applicable.
- Keep receipts and proper records for transparency and accountability.
- Manage floats, ticket sales, and payments at events.
- Provide advice on pricing, costs, and potential profits for fundraising ideas.

Communications Officer

Qualities of a Good Communications Officer

- Creative and enthusiastic.
- Confident with social media, newsletters, or simple design tools (e.g. Canva).
- Friendly, approachable, and able to write clearly.
- Organised and responsive.

Role of Communications Officer

- Run the PTA communication through WhatsApp and website in line with school guidelines.
- Keep the PTA website updated.
- Send newsletters, emails, or app notifications to parents.
- Creating content for group edit and scheduling of Comms to parents – inc. WhatsApp, FB, email (liaising with school) to publicise events and inform parents on PTA News
- Publicise upcoming meetings, events, and fundraisers.
- Newsletter topics and info relayed to school for use in the termly school newsletter
- Keep noticeboards and displays up to date in the school.
- Ensure communications are clear, friendly, and consistent in tone.
- Make sure PTA messages align with the school's ethos and values.
- Support the Chair and Secretary by ensuring information gets to the right people at the right time

Events for 2025/2026

Current events

- 3 Discos
- 2 Main events – Sparkle Day at Christmas and May Fayre
- 3 termly events that coincide with non uniform days –
- Autumn Antics
- Hop into Spring
- Fun in the Sun

This year, we aim to make the most of our existing calendar by maximising the fundraising potential of our established events. Extending the reach of our raffle ticket sales and honing our 'after school sales' events will be part of this strategy.

Overview of events



Fun in the Sun

Sparkle Day



May Fayre



Hop into Spring



Charlton PTA Calendar 25-26

AUTUMN

SEP
24
PARENTS SOCIAL &
AGM
7-8.30PM

OCT
10
DISCO
KIDS & PARENTS
7-8.45PM

OCT
17
'AUTUMN ANTICS'
NON-UNIFORM DAY

DEC
05
'SPARKLE DAY'
NON-UNIFORM DAY

FEB
06
DISCO
KIDS & PARENTS
7-8.45PM

MAR
26
'HOP INTO SPRING'
NON-UNIFORM DAY

SUMMER

MAY
16
MAY FAYRE!
12-2PM

JUL
03
DISCO
KIDS & PARENTS
7-8.45PM

JUL
16
'FUN IN THE SUN'
NON-UNIFORM DAY



charltonptaevents@gmail.com



charltonpta.org



Website & Whatsapp



www.charltonpta.org

Our website is a one-stop shop for all things PTA. Ticket Sales, Calendar of Events and all our latest fundraising info!

Last year, we launched our new website platform and held our first ever online-only raffle. By bringing ticket sales online and optimising our marketing reach, we raised an additional £500 from our May Fayre raffle.

In addition to school emails, we use WhatsApp to keep parents informed about upcoming events, ticket sales, and fundraising achievements. To ensure we reach each class group effectively, it's essential to have PTA members across all year groups throughout the school. This helps us connect with as many families as possible through all our communication channels. The more people who engage with our events, the more funds we're able to raise!

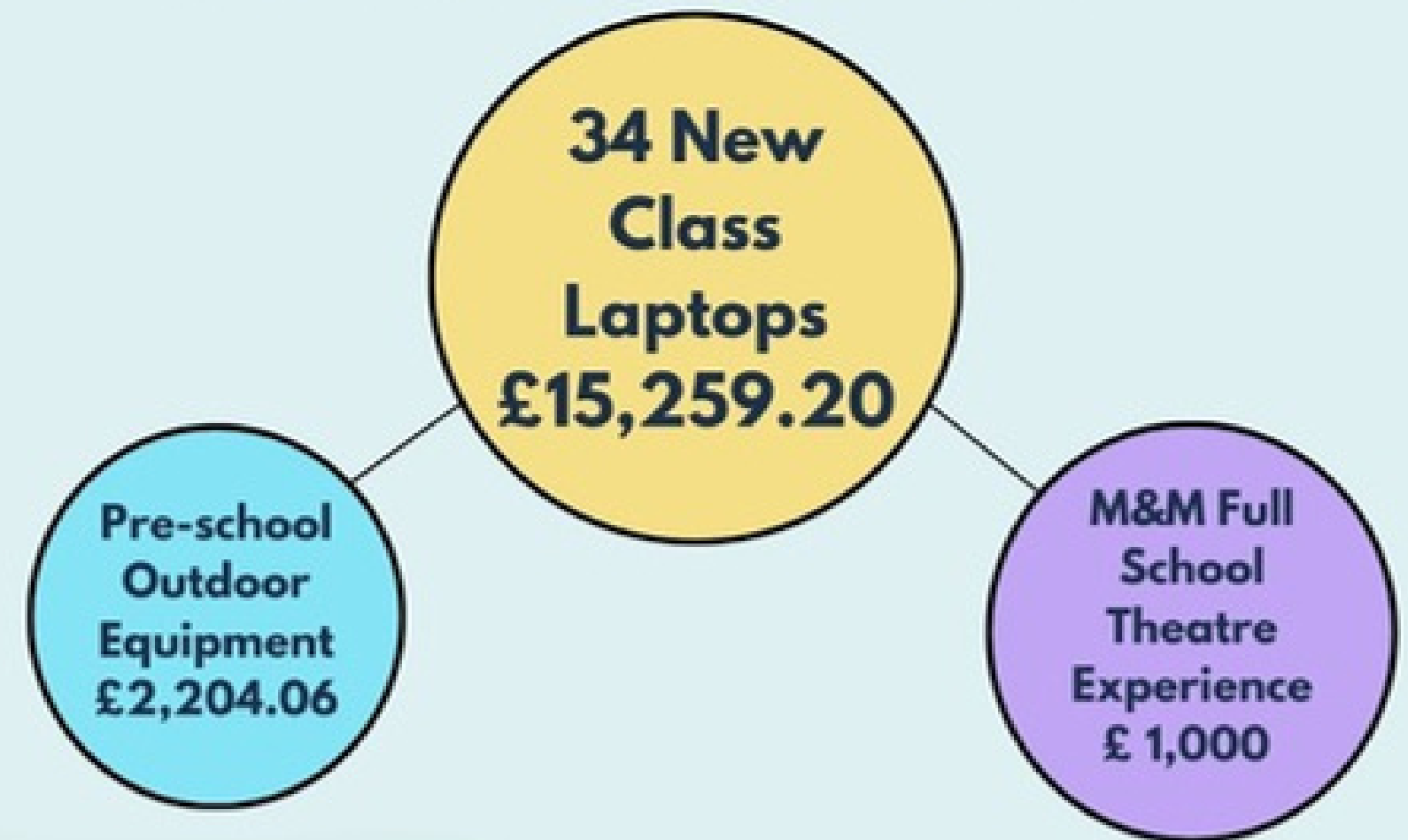
★ Achievements ★



Fundraising 2024-2025



Funded 2024-2025



Acorns



Aims for 2025/26

- fostering community through social events**
- sourcing donations or raffle prizes from local businesses**
- creating a stronger link between the school and families, ensuring better information flow**
- applying for local and national grants**
- actively involving parents by encouraging attendance at meetings, assisting with events**
- refining our current events in hope to introduce more events from next year onwards**

How you can make a difference

- Join the PTA Committee
- Join PTA Light
- Volunteer whenever it suits you
- Come and enjoy our events!

Our PTA is always looking for new members - The more the merrier!!!

5 Reasons To Join Our PTA!

1. Your Child Benefits

The PTA is an important part of the school and helps to enrich your child's school experience. Recently our fundraising has made possible a number of purchases for our Acorns pre-school outdoor space, as well as whole school theatre experiences and 34 new classroom laptops!

2. It's Not Just For Mums

Everyone is Welcome!
Mums, Dads, Grandparents, Aunts, Uncles or Carers. Anyone can help to make our events happen. From the School Discos, and Non-Uniform days, to our annual May Fayre, our PTA events add so much to your child's time at Charlton.

5. It's Fun!

The PTA is a great way to meet other parents, and school staff. You'll make friends, share ideas and feel like part of a team working for a fantastic cause - our kids!

3. It's Totally Flexible

Whether you are a full-time parent or working nine to five, anyone can get involved.

Our **'PTA Light'** committee is a great way to lend your time, whenever you are able, with no obligation to attend meetings and full flexibility to take a step back when life gets busy.

4. Keep The PTA Going

As parents move on from the school, we are always on the look out for new members.

All our PTA school events are run entirely through staff & parent volunteers, so please do consider helping. Maybe teaming up as a group of parents to help keep the PTA going, year after year!



If you want to learn more about the PTA, visit our
website or email us on charltonptaevents@gmail.com



charltonpta.org

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AGM - Election

Election for the main 4 elected roles
will now take place

Thank you