

Friends of Burchetts Green School (FOBGS)

FOBGS is our school's Parent-Teacher Association (PTA), run by parent volunteers to ensure our children and the school, ensuring that we are raising money to enhance their learning, but also building a community.

As we move into a new calendar year, the key PTA roles are ready to hand over. I have pulled together the below information and encourage you all to take the time to read to see how you can get involved.

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1. Summary

What we do:

Everything we do is for the children. We organise fun events and raise funds for bigger projects, like the new Tawny Owls play area and the outdoor amphitheatre.

You don't need an official role to help—just bringing ideas or lending a hand makes a big difference!

Why get involved:

It's not as time-consuming as you might think—just a few evenings here and there (yes, you can do it while watching Bake Off!). The best part? The friendships, laughs, and seeing the pride on your child's face when you help. We'd love more parents to join us next year (a Dad as Chair would be amazing!).

Upcoming:

We'll soon share the date for our AGM in January, where we'll hand over to a new team.. You don't have to do it alone; share the responsibilities with others. If I can do it, anyone can!

The current PTA team plan on organising the summer fete, our biggest event, working closely with the newly formed PTA team so they know what to expect when they run it in 2027 . We will all still be involved in 2027 as well!

Events we've run:

- Cake and ice lolly sales
- Easter egg hunt
- Summer fete
- Fireworks night
- Elfridges
- Santa visit

- Wreath making

Roles:

- **Chair:** Leads meetings, sets agendas, delegates tasks.
- **Treasurer:** Manages finances and reports.
- **Secretary:** Keeps records and handles communication.
(Vice Chair supports the Chair when needed.)

If we aren't able to fill these roles in 2027, we will unfortunately have to close down the PTA, something we really want to avoid.

If you have questions or want to know what it's like to be Chair, Vice Chair, Treasurer and Secretary, please get in touch—I'm happy to share tips, as are our current Treasurer Dami and Secretary, Sian or Vice Chair, Steph.

2. A bit about me

For those of you who don't know me, I'm Laura, **Chair of the PTA**, I have a daughter, Darla who attends Burchetts Green Infant School in Barn Owls.

I have a full-time job in Procurement for a charity. While serving as Chair of the PTA, I have also implemented new regulations from the Procurement Act 2023 into my organisation, and we are currently undergoing a merger. If I can manage to chair the PTA while handling all of this, I honestly think I might be able to do anything! Hopefully, this proves that being involved with our PTA isn't too time-consuming; it just requires a few evenings of work now and then.

What I have enjoyed most about being on the PTA is the friendships I've formed, the late-night chats and the support; I know I can rely on them for anything! It has also reaffirmed that my partner always has my back, no matter what I agree to take on.

I also love seeing the pride in the PTA children's faces when their mummies or daddies are 'in charge,' and they get to have a sneak peek in the PTA shed and help set up for the events.

When stepping into the Chair role, I thought I might be out of my depth but honestly, the previous and current PTA have always supported me and always answered my questions, no matter how ridiculous or maybe challenging.

The PTA isn't just about the official roles—it's about every single person who gets involved. Many parents have contributed so much already, and the more parents who join in, the more we can share the load and make a bigger impact together.

I have really enjoyed my time as the Chair of FOBGS; it has never been a thankless task - the smile on Darla's face is all I need to know it was worth it.

3. Available roles:

Chair - The Chair is responsible for directing committee meetings, ensuring that everybody is involved and has their views heard. Main responsibilities of the Chair:

- Preparing and setting the agenda for meetings
- Setting the ground rules for meetings
- Leading meetings, ensuring all voices are heard
- Delegating tasks to other committee members and volunteers, checking they're completed and offering support where needed
- Ensuring any decisions are made correctly and fit the objectives of the PTA as set out in the constitution
- Writing the Chair's report for the AGM

Treasurer - The Treasurer ensures proper management and recording of all the PTA's financial activities. While the committee collectively approves spending, the Treasurer is responsible for maintaining accurate records, following best practice for handling money and providing regular financial updates. They must also prepare end-of-year reports for the AGM and submit returns if the PTA is a registered charity. Main responsibilities of the Treasurer:

- Keeping accurate and up-to date financial records
- Presenting financial updates at each committee meeting
- Managing the PTA bank account and holding the PTA cheque book/debit card
- Monitoring and managing online payment platforms
- Preparing floats
- Ensuring best practice procedures are followed for counting and banking money, making payments and claiming expenses by all committee members
- Making any approved payments on the committee's behalf
- Managing Gift Aid (or assisting the committee member responsible)
- Preparing the annual Treasurer's report for the AGM and arranging an independent examination of the PTA's accounts
- If your PTA is registered as a charity, completing the relevant Charity Commission's annual return

Vice Chair - A Vice-Chair is an optional role who supports the Chair and steps in when they're absent

Secretary - The Secretary supports effective communication between the school community and the PTA, and maintains accurate records, including the minutes of all

meetings held and details of decisions made. Having the Secretary in charge of communications can really strengthen your PTA's impact. Main responsibilities of the Secretary:

- Preparing for meetings with the PTA Chair
- Taking minutes at meetings, recording attendance, action points, decisions and proposals
- Circulating approved minutes, along with a reminder of any actions agreed • Maintaining PTA records
- Managing licenses
- Making sure the PTA is GDPR-compliant
- Updating Trustee details with relevant charity commission (as appropriate)
- Handling the PTA's correspondence

5. Hear from those currently in role

Current Treasurer the PTA, Dami:

Hello, I'm Dami and I'm the **Treasurer**. My son Joseph joined Burchetts Green School in September 2024. When the PTA needed a Treasurer, I decided to volunteer, being new in the area, I was eager to learn more about the school community - and it has truly been an eye-opening and rewarding experience. Being part of the PTA has helped me understand how our collective efforts directly support the school and create meaningful learning and fun experiences for our children.

In addition to serving as the PTA Treasurer, I also serve as a School Governor here at Burchetts Green School. Both roles have allowed me to contribute to the school in meaningful ways and stay closely connected to the wider community.

As Treasurer, I help manage the PTA's accounts and ensure funds are used wisely to benefit our children. With clear processes in place and a supportive team, the role has been smooth and enjoyable. I've also loved collaborating on fundraising ideas, planning events, and working closely with teachers and fellow PTA members, past and present.

Seeing the smiles on the children's faces and knowing our work contributes to their school experience makes every moment worthwhile. I'm grateful to be part of such a positive, welcoming community.

Current Vice Chair of the PTA, Steph:

I'm Steph, I'm the **Vice Chair of the PTA**, and my daughter Rowan is in Barn Owls. I got involved partly because the PTA was going to close if no one stepped up, partly to support my friends, but mainly for Rowan. I also have a two-year-old son and a demanding job managing an inpatient addiction treatment programme in London, so

time is limited — but the PTA role is manageable and enjoyable. Rowan is very proud that I'm involved, which is a good reminder of why I do it.

As Vice Chair, I take the minutes at our meetings, help keep things organised, and deputise if the Chair is unavailable; therefore, my main role is ensuring she is always available/sane.

I've found a solid group of parents (now friends) through the PTA — people who are also juggling a lot but still want to contribute. We keep things efficient, light hearted, and focused on what actually benefits the children and the school.

Current PTA Secretary, Sian:

Hi, I am Sian and have Henry in Barn Owls. I am officially the **PTA secretary** but myself and Steph share the roles and responsibilities of the Vice chair and Secretary.

I joined the PTA because I believe deeply in supporting the school community that helps my children grow every day (and because Laura managed to convince me it was a good idea). As a full-time employee at a company that is the leading Broadcast & Professional video solutions provider, my work life is busy and fast-paced, but being part of the PTA gives me a meaningful way to stay connected to Henry's school experiences. With two energetic boys, aged 5 and 2, I'm always inspired to help create a positive, engaging environment for all children. Being involved in the PTA has also introduced me to some wonderful school mums, and the friendships I've made have become an unexpected and truly rewarding part of the experience. Together, we support one another, share ideas, and work to make our school the best it can be.