



'Inspire, Respect, Succeed'

Beardall Fields Primary & Nursery School

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Dear Parents and Carers,

The PTA at Beardall Fields have organised a range of activities over the last three years to both fundraise and to provide additional pupil experiences. Events have included: Christmas and Summer Fayre's, Mother's and Father's Day Sales and our school discos. The PTA have also generously given up their time to help at other events such as our Goose Fair day and Christmas performances. In this time we have raised over £10,000 and funded: playground marking and trails, playground and PE equipment, allotment resources, lights, disco ball and a camera, trips and experiences, Year 6 leavers and much more besides. In short, the PTA is a key part of our school community that has a significantly positive impact.

However, it is right the PTA is now led by a non-staff member who can inject a new vision and drive for the committee. This will be our PTA Chair who will work closely with school staff in planning, organising and delivering fundraising activities and events for the school. It is an exciting role that will be entirely shaped by the individual, their drive and their motivation to get involved.

Overleaf is a role description should you be interested. All members of our school community are eligible to apply for this role and details of how to do this are within the role description.

As an aside, the PTA is in need of new members so if you are interested in getting a little more involved in school but do not want the responsibility of chairing the PTA, please contact myself or Mrs Dear and we will let you know of how you can do so. All help is truly appreciated and helps these events take place.

Thank you and do get in touch if you have any questions about the role.

Mr Drayton

Role Description: PTA Chair



Overview of Role

The PTA Chair will ensure that the PTA runs smoothly, is highly organised and provides a link between the PTA, school staff and the wider school community.

Duties and Responsibilities of the Chair

- Encouraging a diverse range of PTA committee members who can contribute to the overall running of the PTA
- Organising and preparing PTA meetings
- Ensuring PTA minutes are distributed in a timely manner with actions and timescales clearly indicated
- Ensuring PTA meetings are inclusive and efficient
- Ensure the PTA balances fundraising events with events that enhance pupil experience
- Liaising effectively with the school in suggesting and organising events and with fundraising project ideas
- Writing a termly report of the PTA to share with the school community
- Ensuring meetings and minutes are GDPR compliant

Qualities Needed

- Commitment, enthusiasm and energy – to ensure events are successful over a sustained period of time
- Excellent communication and interpersonal skills – to ensure co-ordination of meetings, events and people is done effectively.
- Confident and assertive – able to control meetings, keep focused on the agenda item and making sure everyone has an opportunity to speak
- Confident and assertive – able to control meetings
- Able to remain impartial – to ensure that everyone's views are respected
- Calm, friendly and approachable – as the main point of contact for the PTA for all members, the PTA Chair must be inclusive, and make sure everyone feels welcome
- Organised and able to delegate – the PTA Chair should make sure the workload is shared and that tasks are completed as agreed

What the Role Offers

- A fantastic opportunity to improve the lives of every pupil at Beardall Fields
- Huge personal satisfaction
- A chance to increase your connection to the school and our community involved within it
- A chance to develop your own skills and experience

If you are interested in this role please write a statement of interest, explaining why you think you would be suitable for this role. This will be shared with the wider school community when voting for this role. There is no prior experience or involvement with the PTA needed to apply. Please send this to pta@beardallfields.org.uk by Wednesday 4th June. Voting will take place following this with the new chair in place ready to start in September 2025.

If you have any questions please contact Mrs Dear or Mr Drayton (the current staff members who sit on the PTA committee) who will be happy to answer them.

Thank you for your interest and we do hope you will consider volunteering for this hugely important role.