

8 steps to a successful PTA

for schools

A successful and supportive PTA contributes to improving the educational experience and future opportunities for all our children.

PTAs make a real difference in schools, we know from our members that:

- On average, PTAs raise up to **£10,000** a year for their school
- PTAs therefore contribute an amazing **£130 million** to the education of our children each year
- Fundraising is the main purpose for most PTAs, with many running free and low cost activities or contributing to events or clubs that **support the school community**
- PTAs help to **build strong school and wider community links** which benefit pupils, parents, staff and the local community

Follow our eight steps to a successful PTA. With the help of our PTA Community Advisers and online resources, your PTA could be up and running in no time!



- 1** Speak to your Board of Governors, SLT and staff about your plans to start a PTA. Involving them from the outset will help with the PTA start up. Ask a staff member to be the 'school champion', representing the school and liaising between them and the PTA.
- 2** Canvass your parent community to gauge their interest in forming a PTA – this is vital in creating a sustainable association. Find out who would be interested in running a steering group and ask what activities parents would like the PTA to get involved in e.g. fundraising, after-school clubs etc. Steering groups often end up forming the committee, although once the PTA is up and running, parent members usually step into committee roles. All PTA roles are completely voluntary.
- 3** Decide on the type of association, its size and structure of the committee and committee responsibilities. See our detailed guide to roles and responsibilities in our full Guide to starting a PTA.
- 4** Call an AGM, giving 21 days' notice and invite nominations for anyone interested in a role on the committee. At the AGM, elect your committee members and adopt a constitution.
- 5** Use your school's communication channels to promote the PTA, attracting more volunteers and attendees at future events. Using your school's communication channels endorses the PTA and shows how valuable they are to the school.
- 6** As autonomous organisations, PTAs are legally responsible for their funds and should have their own bank account with at least two committee members (usually Chair and Treasurer) as signatories. A member of school staff in an appropriate position on the committee may be a signatory, however the bank account the PTA uses should not be the school's, nor should the school have direct access to the PTA bank account.
- 7** It's time for the PTA to start planning their first event. It's important that the school is supportive and accommodating of PTA events. Discuss the events they plan to hold and ask what assistance you can give. We recommend that the PTA begin with small events and grow them in size over time.
- 8** The benefits of registering as a charity include being able to access funding your school may not be able to, like charitable donations from companies, grants from charitable trusts and donations made through Payroll Giving and Company Matched Giving Schemes. Remember, rules for charity registration are slightly different for England, Wales and Northern Ireland – read the full guide to find out more.

Note: PTA is used here as shorthand for Parent Teacher Association, Friends Association, Parents Association, PTFA, or any other parent-led group.

Join Parentkind

Join PTA Membership by Parentkind for expert guidance every step of the way.

As a new member starting a PTA you are supported throughout your journey. Our friendly and knowledgeable PTA Community Advisers are on hand to offer all the support you need.

PTA Expert Hub is packed with essential information for PTAs including:

- Starting a PTA
- Everything you need to know about AGMs
- Getting more parents involved
- **Charity registration**
- Committee roles and responsibilities
- Licensing requirements
- Ideas for fundraising
- **Posters and templates**
- **Risk assessment and event planning**
- **Health and safety**
- Parentkind model constitution, approved by the Charity Commission
- **£10 million public liability insurance cover** managed by Marsh Commercial* for all your events and activities
- **Dedicated support** from our PTA Community Advisers, Monday - Friday 9am - 5pm
- **... and much more!**

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How to become a member

Start your PTA today! Membership starts from **£121 a year**. Get in touch with our PTA Community Advisers to see how Parentkind can kick-start your PTA.

To join the UK's biggest network of PTAs:

call 0300 123 5460

Speak on live chat on parentkind.org

or email newptamembers@parentkind.org

Sign up to Parentkind:

