



# Meir Heath PFA

## The Role of the PFA

### Primary Purpose of the PFA:

To raise money to fund school initiatives through activities and events.

### Secondary functions of the PFA:

**Social:** through fundraising events, provide an opportunity for parents, staff and pupils to get together.

**Involvement:** encourage volunteers to get involved with their children's education.

**Spending:** agree with the school on how funds raised could be spent. Typically funds are for 'extras' not already catered for by the main income, and they are often used to buy things to make learning fun.

### What the PFA is NOT:

The collective voice of the parents.

Responsible for the strategic leadership in the school, finances, budgeting, balancing resources, or accountable for the school performance. This is the role of the governors.

### How the PFA is organised:

Every parent is automatically a member of the PFA and every September we hold an open meeting where all parents are invited. Members who wish to commit to the PFA by regularly attending meetings and voting on issues are called committee members. In the second half-term there is an AGM where committee members vote to fill the roles of Chair, Vice Chair, Treasurer, and Secretary.

Meetings are held once per half term (typically the first Tuesday after school resumes, 6:30pm). Sub-committee meetings occur as and when required to discuss matters arising, typically event planning, but also brainstorming for the next school year's event diary. These sub-committee meetings can be chaired by any committee members and the hope is this is done on a rotation basis to spread the workload fairly.

Ideally we would like to have committee members representing each class, but as a minimum at least one parent / friend from each school year.

### How the PFA communicates with parents:

Ideally via newsletter each half term talking about the upcoming main events, information on how the last event went (including £ raised), and any news on spending of funds. This helps reinforce the primary purpose of the PFA by continually referencing fundraising.

We also have a PFA facebook page; this is an informal place to share ideas and ask for volunteers or opinions. It is not a place to communicate officially with the school and all concerns should be raised directly with the office.

Finally the PFA would like take a spot at the next 'new intake' parent meeting. This would enable us to introduce ourselves to prospective members and drum up support and volunteers. It is also a nice way to make the parents feel welcome and supports the social function of the PFA.