

PTFA Leadership Team:

Peter Hutyman (Treasurer)
Kathryn Milward (Card holder)
Craig Wightman
Emma Cooper

Leadership, decision making and oversight of all PTFA matters

Structure of the PTFA at The Mease Spencer Academy



PTFA Event Sub-committees:

Sub committee per event (where applicable) consisting of the lead for each activity/event and key active PTFA volunteers. WhatsApp groups for each sub-committee.

Planning and organisation of events/activities

Governance:

New PTFA Mission Statement

PTFA code of conduct
(Including WhatsApp)

New PTFA event proforma

PTFA funding application form

Parent Kind Insurance

Risk assessments for every event

PTFA Committee of Event/Activity Leads:

Discos (Oct, Feb) - Zoe Moore
Fireworks (Nov) - Craig Wightman
Wreath making (Dec) - Kathryn Milward
Santa gifts (Dec) - Emma Cooper
Panto treat bags (Dec) - Hannah Raine
Fashion Show (March) - Emma Cooper & Jess Kilner
Easter Bingo (April) - Alina Mikolajczak & Harpreet Kaur
Measey Fest (July) - Lisa Thomas
Year 6 Leavers & keepsakes (July) - Kathryn Milward & Sarah Irvine
Mini Mease (throughout year) - Kathryn Milward

Leadership of events/activities

Communication:

Julia Hart to link with the PTFA Leadership Team and event leads

Termly PTFA newsletters

Half termly PTFA meetings to plan, monitor and reflect chaired by Julia Hart

New PTFA page on the school website with key documents

Termly consultation with parents, school council and staff

Minutes of PTFA meetings shared on dojo PTFA group