



TIMBERCROFT PRIMARY SCHOOL
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February 2026

Understanding the Role of Our PTA

Dear Parents and Carers,

We would like to take this opportunity to share some information about our Parent-Teacher Association (PTA) and the important role it plays in supporting our school community.

The PTA is a partnership between parents, teachers, and school staff. Its main purpose is to enhance the educational experience of all students by fostering strong communication between home and school, organizing events, supporting school initiatives, and raising funds for resources and activities that benefit our children.

Through meetings, events, and volunteer opportunities, the PTA provides a platform for parents to share ideas, offer feedback, and actively contribute to school life. We warmly encourage all families to get involved, whether by attending meetings, volunteering at events, or supporting fundraising activities.

Key Roles Within the PTA

Chair

The Chair leads the PTA and ensures that meetings and activities run smoothly. They set meeting agendas, guide discussions, coordinate with the school leadership team, and help ensure that the PTA's objectives align with the school's priorities. The Chair plays a vital role in maintaining a positive and productive working relationship between parents and the school.

Secretary

The Secretary is responsible for the administration of the PTA. This includes preparing and distributing meeting agendas, taking accurate minutes during meetings, maintaining records, and handling correspondence. The Secretary ensures clear communication within the PTA and helps keep everyone informed about upcoming events and decisions.

Treasurer

The Treasurer manages the PTA's finances. They oversee budgeting, keep accurate financial records, manage income and expenditure, and provide regular financial reports to members. The Treasurer ensures that funds raised are handled responsibly and used effectively to benefit our students.

Together, these roles ensure that the PTA operates efficiently, transparently, and in the best interests of our school community.

Timbercroft PTA

The goal of the Timbercroft PTA is to achieve charity status by 2027, as this will open up funding routes to further support the children of Timbercroft. In order to achieve this goal the PTA has to raise £5000 a year. This is within their reach but they need further support with both the organisation running of the PTA and volunteers for the events.

The following events are run annually to fund raise for the school:

- Christmas Disco
- Summer Fair
- Preloved School Uniform and Reading book sale

With a bigger membership team the PTA would like to run

- Coffee mornings for parents
- Quiz nights for parents/families
- Multicultural events
- Revamp and update the summer fair
- Create a patron scheme
- And many more...

You can support the PTA by;

- joining the main team, being part of the decision making process and taken on a key role of organisation responsibility for one or more of the main events across the year
- Or volunteering support on the day for specific events across the year

If you would like to learn more about the PTA or become involved, please contact the PTA/school office or attend our next meeting. The PTA can be contacted via pta@timbercroft-maritime.org or by joining their Whatsapp group.

Our new Community Ambassador: Donna Burnett will be the key member of staff linking the PTA with the school. If you wish to speak with her please come into the school office and speak with her.

Next Event

Parent Coffee morning: come and meet other parents of the school and get to know each other

Monday 9th March 8:45 to 9:30am

Your support and participation make a meaningful difference to our children's education.

Thank you for your continued partnership and support.

Yours sincerely,
Angela Cartwright

Head of School