



St James Parents and Friends Association (PFA)

how we operate

The PFA is a member's association, and all parents and carers are automatically part of it. Everyone is encouraged to get involved, whether it's a little or a lot! Through events and other activities we raise vital funds for the school to enhance our children's learning and community.

Join PFA sub-committees and volunteer group...

... project teams to organise PFA events and activities. We welcome and encourage all parents and friends to get involved in these - the more the merrier and funds raised)! To get involved find a committee member or email pfa@stjames.dsat.org.uk

As an official organisation and charity (Charity no. 1003759) a small number of us run as committee members and charity trustees to oversee the official admin and legalities with roles outlined as below.

The PFA Chair ...

... has overview of the PFA and directs committee's meetings, making sure all member views are heard, and that all who wish to be are involved. They make sure the committee are familiar with the association's constitution, policies, and adhere to their responsibilities as a committee member and/or trustee. The Chair writes the annual report and is school liaison.

The PFA Secretary ...

...ensures accurate records are maintained, taking and distributing meetings minutes. The Secretary supports the PFA to operate effectively, ensuring the committee and trustees continue to take decisions and act in line with the governing document, and comply with the legislative and regulatory requirements the charity is subject to. Is also deputy chair.

PFA Treasurer...

... ensures accurate financial records are kept, and that best practice procedures are followed by all members for counting money, banking, and making payments. The committee is collectively responsible for the finances of the association. However, it's the treasurer's responsibility to ensure all financial transactions are recorded correctly and prepare end-of-year report for the AGM and charity commissions annual return. constitution.

The PFA General Committee...

... members are equally legally responsible for the control of the association, its property, and its funds. The PFA is a registered charity, therefore committee members may also be trustees of the charity.

... We are also members of Parent Kind a national association that provides invaluable resources and support for the PFA

October 2023.