



# KEW PRIMARY SCHOOL

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A: Kew Primary School, Wurundjeri Country, 20 Peel Street, Kew, Victoria, 3101

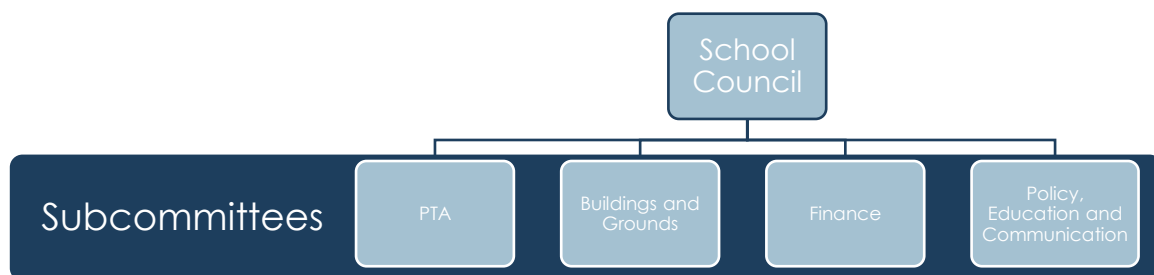
## KEW PRIMARY SCHOOL PTA 2024

The Kew Primary School Council would like to thank you for your interest in being involved in the PTA in 2024

The role of PTA is as follows;

- To build and foster social connections and interactions at Kew Primary School.
- To develop, coordinate and oversee community events and the fundraising program on behalf of School Council.
- To promote positive communication between home and school.

The PTA is a subcommittee of the School Council. As a PTA member, you play a crucial role in the development, growth and promotion of Kew Primary School.



The PTA members

- Work together at scheduled meetings to oversee the community social and fundraising events for the year and report to the School Council
- Work closely with the school administration to create and monitor a yearly budget that is presented to School Council.
- Work to build a sense of connectedness and community.
- Ensure that as many members of the school community as possible are involved in planning and delivering school events whilst sharing the workload.

The proposed roles for PTA members are as follows:

### 1. Convener

- School Council member and reports to School Council
- Chairs PTA meetings
- Prepares the agenda and takes the minutes of the PTA meetings
- Provides support to the PTA when needed and general subcommittee level planning
- Provides oversight of the PTA financial program.

### 2. Events Co-ordinator (Junior Leader Year Prep-2)

- With the PTA prepares the events calendar for the year
- Maintains a dossier for each event



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- Liaises with the Class Reps to initiate year level event planning and provides support when needed
- Leads the PTA organised events

### **3. Events Co-ordinator (Senior Leader year 3-6)**

- With the PTA prepares the events calendar for the year
- Maintains a dossier for each event
- Liaises with the Class Reps to initiate year level event planning and provides support when needed
- Leads the PTA organised events

### **4. Communications/Class Rep Co-ordinator**

- Works with the Events Co-ordinators to produce communications for each planned event.
- Works with the school administration and other staff to distribute the communications.
- Notifies the KPS community of planned events (through compass) and PTA meetings.
- Organises the welcome pack for class reps at the start of each year
- Organises social events for class reps & volunteers (twice a year)

### **5. Class Representatives (2 reps per class)**

- Plan and deliver 1 event for the year with the support of Event Coordinator
- Provides support for the class teacher and parents
- Organises events for the class (e.g. coffee mornings, get togethers)

### **6. Staff Representatives**

- Contribute thoughts, ideas and provides feedback
- Assumes roles and responsibilities as required throughout the year.

### **7. Uniform Shop Co-ordinator**

- Co-ordinates the volunteer rosters and running of the Uniform Shop

### **8. General Members:**

- KPS parents and friends who would like to assist with PTA activities on an ad hoc basis