

Current Committee

Chairman – Currently Robyn Russell-Hughes

Liaise with the school to agree & organise events, manage day to day running of the PTA, ensure smooth running and organisation of all events together with the rest of the PTA. We really need a vice-chair who can learn the ropes and would like to eventually take over the running of the PTA.

Communications & Social Media – Currently Chris Lean

Manage our social media presence on Facebook, manage communications via WhatsApp groups and write the weekly update for the school newsletter which goes out every Friday. Use all communication methods to advertise our events, projects we are sponsoring for the school and funds raised from our events.

Treasurer – Currently Sandra Mkandi & Ricardo Bernardino

As treasurer you manage and reconcile the bank account. Refund members for any receipts provided for purchasing goods for events, with approval from the Chair. Provide finance updates at the PTA meetings, confirm the profit made after each event to be updated on PTA events and shared with the school community. Co-sign cheques with the Chair to get cash floats for events, count the cash and bank it after events. Submit our annual return on the charity commission website.

Secretary – Currently Lisa Bond

Take minutes at meetings and send them out after the meeting with action items for team. Ensure all PTA documentation saved and available when required by team.

PTA-Events Co-Ordinator – Currently Cindy Crawford

Manage our PTA-Events online platform, setting up events and ticket sales. This is a role which can be done remotely by anyone who is tech savvy!

Graphic Designer – Currently eKaterina Moteva

Design Posters and flyers for our events!