



St. Giles CE Primary School

Achieving Through Adventure

8th February 2019

Dear Parents and Friends of St Giles,

Following the recent meeting, we are pleased to announce that we will be launching a new PTFA. This will be a great benefit to our school as it allows the opportunity for fundraising and means we can organise some great events for the children, parents and local community to enjoy.

To start the process we are required to hold an AGM, which we are going to combine with a wine and nibbles social evening at school on **Thursday 28th February at 7.30pm**. At the AGM, the new PTFA have to be officially voted in, the minimum legal requirement for this is a Chair and Treasurer and then two further committee members. Ideally we would also have a secretary and a vice chair and more committee members. The roles are all outlined below, if any of them appeal to you, then please let Mrs. Bednall know of your interest. It is definitely a case of the more the merrier!

Chair

To provide leadership for the committee and work closely with the treasurer and secretary to ensure the committee runs effectively. Main duties include: setting the agenda and running the meetings, welcoming and getting to know new members, writing an annual report, being a signatory on the bank account and generally overseeing the smooth running of the meetings and events.

Vice Chair

To deputise for the chair, stepping up when necessary. Main duties reflect those of the chair.

Treasurer

To manage and control the funds raised by the PTFA. Main duties include: maintaining up to date records of all the financial transactions, management of accounts and completing financial ledgers, organising floats for events, preparing financial reports for the meetings, being a signatory on the bank account and overseeing gift aid and charity registration.

Secretary

The secretary is responsible for ensuring effective communication links between the PTFA, committee and school. Main duties include taking minutes at meetings, then typing up and circulating them, typing up and distributing agendas, dealing with correspondence and being a signatory on the account.

Social Secretary

To promote and publicise the PTFA. Main duties include, liaising with school to circulate flyers/posters for the events, running any social media sites linked to the PTFA and liaising with external community and press as required.

Committee

Committee members work alongside all the above members. They will need to attend meetings, get involved in planning and running events and encourage attendance and participation in events.

We feel it's important to mention, these are the official outlines for these roles, they potentially do sound a little daunting, but really aren't! An ideal scenario would be, that there are plenty of people to share all the responsibilities, thus spreading the workload evenly and trying to keep it fun! We would aim to hold one meeting a term, and only have 2-3 key events in the school year that would require everyone's input, and then maybe introducing a few lower key fundraising ideas that would be simple to implement. There would be no pressure to attend all the meetings and events as we all appreciate that juggling children, work etc. can be tricky! Please give it your consideration, we really feel the rewards are worth it and it's a great way to be involved in school life!

You are all warmly invited to attend the AGM, even if you're unable to commit to a role, your input would still be valuable! Please let Mrs. Bednall know if you can come so we can cater as such!

Kind regards

Charlotte Brett
Parent

Liz Foster
Executive Head Teacher