

Nobody can do everything, but everyone can do something.

we make

a big

difference

together!

## PTFA needs your help

Welcome back! The new school year has started and the PTFA team is looking for volunteers and committee members to run our traditional school community events.

Last year has been very difficult as the PTFA did not get enough people to support the team and fill all committee positions. Our previous chair Gemma Lawson has resigned in July and we are looking to elect a new committee and hold a new election for all positions ( Chair, Secretary and Treasurer) in the first week of October. We always struggle to get enough people, and if we don't we won't be able to elect our committee and run events already planned for this year. If you are interested in any of the positions please come along to our AGM meeting on Friday, 11th October. The meeting will start at 6:30 pm in the school staff room. We look forward to seeing you there!

### EVENTS

SCHOOL DISCO  
THURSDAY  
10TH OCTOBER  
2019

FIREWORKS DISPLAY  
SATURDAY  
2ND NOVEMBER  
2019

CHRISTMAS FAIR  
THURSDAY  
5TH DECEMBER  
2019

It's more fun when  
**everyone**  
helps a little.

## GET INVOLVED

You can make a real difference! More parents, families and friends involved with their PTFA means more money raised through more fun events, benefiting everyone. There has never been a better or more important time to support your PTFA. What value does your PTFA bring to school?

**Fundraising** - whether it's paying for extras or essentials, every penny directly benefits our children

**Fun** - our events are enjoyed by children, parents and teachers alike, and are a great way to bring the whole school community closer together

**Parent voice** - discussing where PTFA money is spent, talking to teaching staff and everything in between contributes to school decision-making

## JOIN US

There are many ways you can offer your talents and be part of the conversation. If you would like to chat about how you can volunteer for your PTFA and be a force for good in our school - however much or little time you can spare - please get in touch. Be certain that your help will be greatly appreciated and will make a big difference.

## FUNDRAISING

PTFA fundraising directly supports your child during their time in school.

For example, in recent years the PTFA have funded:

New books

All play equipment used in the playground

Warden House book bag, soft toy and sun hat for Reception children

Outdoor classrooms in Reception area

Snacks and a drinks during visits to the Marlowe Theatre  
Year 6 Leavers' Gifts

School bus

Sensory room

New lighting system in the Hall

# Have you offered to help yet?

## JOB DESCRIPTIONS

### CHAIR

Lead parent and wider school community engagement in PTFA • Welcome and get to know new members • Set agenda for meetings and manage the meetings in line with the agenda • Ensure there is a positive & inclusive discussion of ideas, events, and proposals

### VICE-CHAIR

Provide joint leadership for the Committee and its governance • Lead parent and wider school community engagement in PTFA • Welcome and get to know new members • Work closely with the Chair, Secretary and Treasurer • Work with committee members to organise events

### SECRETARY

Ensure effective communication between PTFA members and school • Deal with correspondence • Organise meetings and event arrangements • Prepare and circulate agendas for meetings • Record attendance and take minutes of meetings, write up and distribute to committee

### TREASURER

Manage and control funds raised and help the committee in their responsibility to do so • Maintain accurate and detailed financial records • Present a brief financial report at each meeting • Record all income and expenditure • Make approved payments and co-sign cheques • Prepare floats, count and bank monies • Liaise with bank and reconcile statements • Prepare annual accounts

## COMMITTEE MEMBERS

Committee Members work alongside the Officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the Officers of the PTFA in ensuring good communication with the rest of the School, encouraging participation and enthusiasm for the events organised by the PTFA

**PTFA MEETING**  
**2:30 PM**  
**18TH SEPTEMBER**  
**2019**

**AGM MEETING**  
**6:30 PM**  
**11TH OCTOBER**  
**2019**

**PANTO @ MARLOW**  
**29TH NOVEMBER**  
**2019**

**TRAINING DAY**  
**(SCHOOL CLOSED)**  
**6TH DECEMBER**  
**2019**