

CHEAPSIDE PRIMARY SCHOOL
PTA UPDATE
October 2015

Dear Parents

We would like to thank all those who attended last Thursday's AGM meeting.

We are very pleased to confirm that we now have two new CoChairs: Amanda Farr (mum in 3B) and Viv Wrightman (mum in 2S and 3B). Viv and Amanda will officially take over their new roles at the next PTA meeting on November 6th at 7.30pm.

During this meeting, a **Secretary** and **Vice Chair** will need to be nominated to fill all the vacant posts required for our PTA Committee. We also hope to fill the positions for 2 **Class Reps** per Class. If you think you may be interested in any of these, please come to the meeting. In the meantime, we have put a summary of what each role entails below – so read on!... We want to encourage as many parents as possible to give some consideration to these roles as our long list of volunteers is no help to us without the planners in place! All the key committee members from last year are staying on the committee this year so if anyone has any questions along the way, we are a friendly bunch and will be on hand to answer any questions – after all, that's how we too learnt on the job!

If you do not feel you can commit to taking on a named role, you can still have your say in the planning of events for this year. The main objective for the next PTA meeting is to plan the entire academic year and delegate events to different year groups. If you have any good ideas or fundraising tips or are keen to volunteer to help on a particular event, please, please come along on Thursday 6th November. Once the plan is in place for the year, the PTA will be asking individuals to help their year group organise a specific event or help out at with a particular fundraising activity, so don't miss out on the chance to have your say in what this may be!

We would like to stress that by coming to the meeting, you will not be asked to come on the committee and attend all future meetings, this is purely to enable parents to be involved in the plan for the year ahead without necessarily having to commit to helping organise or be involved in more than one event.

The meetings are over by 9pm latest and we have wine and nibbles on hand – it can actually be a fun evening - so please try and join us and support your new Co Chairs!

Thanks again and let's have another great year – over to you Amanda and Viv!

Best Wishes

Lisa & Marie

VACANT ROLES

The Secretary is a key Committee Member as they are responsible for ensuring effective communication links between Committee Members and between the PTA and the School.

The Secretary helps the Chair ensure that Committee Meetings run smoothly. Building up a good relationship with the School, the Secretary will help make sure that correspondence, sent to the School, is passed onto the PTA promptly. The Secretary can arrange to leave PTA notices with the School office for distribution with School mailings / text to parents.

The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the Annual Report. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

Key responsibilities:

- Send email to committee to confirm date of next meeting
- Prepare Agendas along with the Chair.
- Write up the Minutes of Meetings.
- Distribute Minutes to all the Committee.
- Co-sign cheques as required.
- Write the Annual Report with the Chair.
- Prepare and distribute newsletters and other communications to parents.

- Where necessary, prepare flyers, posters, tickets, etc. for events and distribute to class reps
- Deal with correspondence to the school

The Vice Chair supports the Chairs in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chairs when necessary and assists in the organisation and operation of the PTA. This is the ideal way for anyone new to the school to get stuck in without the “daunting” responsibility for the overall running of the PTA events. For anyone thinking they may enjoy taking on the role of Chair in the future, this is a good way to get a feel for the role. It’s a great way to get to know people in the school too... As there are 2 CoChairs again this year, the role is very much a supporting role.

Key responsibilities:

- Support the Chairs in providing leadership.
- Chair any meetings that the Chairs are unable to attend.
- Liaise with the Committee and Sub-Committees organising events.
- Prepare Meeting Agendas in consultation with the Chair.
- Welcome and involve other parents into the PTA.
- Prepare, with the Chair, the Annual Report for the AGM.

Class reps are usually tasked with the sole responsibility of selling tickets to events.

Going forward, they will be asked to own a particular event and coordinate the organising of this event within their year group. For example this year, the Christmas Hamper, raffled at the School Play, will be organised by Class 3B (so the 2 Class Reps for this Class will plan and coordinate the collection of donations in school in the run up to the school play and the raffle draw on the Play nights). Similarly, the Mulled wine and minced pies at the Carol Concert will be organised by Class Reps for 1H.

This is to ensure that we spread the responsibility for fundraising events across all families within the school as far as possible. Ideally the class rep is someone frequently in school, but this can be shared by 2-3 reps so, if that class group is set up on email this can also be coordinated via emails and by spreading the work load across the class. Any ideas on how to make best use of this new role are all welcomed. If you have experience from another school, why not come to the meeting and share this?