

# Brookfield Infant and Junior School

## FOBS and PTFA Update

As part of the Flourish Federation, it has been agreed that the two PTA's – the Infants FOBS and Juniors PTFA will merge after our AGM in October.

As we are sure you know, our two groups of parents work together with the teachers to provide a fun range of activities for the children and raise valuable funds for the school.

Last school year, the two groups raised over £4000! This money has gone back to the school in order to provide up to date equipment, subsidised school trips or pay for cultural days.

All this cannot be done without a team of people who are willing to help either at events, organise or just show their support. It is always done alongside work, families and life. So members of the two groups are essential and greatly appreciated.

As part of the federation we will be changing the format of the committee slightly. Going forward we will have:

- 1 Chair
- 2 Vice-Chairs
- 2 Secretaries
- 2 Treasurers

We invite everyone to stand for one of the above posts. Please find more details on the posts and what they involve below. We would be extremely pleased to welcome new members.

The committee will be supported by a wider PTA so every role will be manageable with any current commitments.

Our AGM will be held on **Thursday 12<sup>th</sup> October at 7pm in the Infants staff room** and everyone is welcome whether or not they wish to stand for election.

Please fill in the below slip should you wish to stand for a post and return it via your child's book bag - If you are unable to attend but would like to stand for a post then please comment below. Please also provide a brief statement about your reasons for standing for the post in the event it goes to vote.

If you have any questions at all, please do not hesitate to contact us – [feebatch@gmail.com](mailto:feebatch@gmail.com)

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Name.....

Child's Name..... Child's Class .....

I would like to stand for the role of:

Chair	<input type="checkbox"/>
Vice Chair	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>

## **The Roles of the PTA**

### **CHAIR**

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members

### **VICE-CHAIR**

The vice-chair supports the chair in all aspects of their role. They ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA.

- Chair the meeting in the absence of the chair
- Help prepare meeting agendas
- Welcome and involve other parents in the PTA
- To lead parent and wider school community engagement in PTA including class representatives
- Help Run meetings in an efficient and timely manner ensuring that everyone is able to contribute

### **SECRETARY**

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School.

- Deal with correspondence
- Communicate meeting dates
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

### **TREASURER**

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments
- To complete banking transactions
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
- To prepare and report financial statements at PTA Meetings