The Topsham School

Parent Teacher Association

Friends of the Topsham School

# Registered Charity No. 1043458

Dear Parents,

## PTA Annual General Meeting (AGM)

We would like to invite you for the AGM of the Friends of The Topsham School, to be held on *20th September 2022*. The evening will start at *7.30pm* with the PTA Annual General Meeting in the school hall.

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school.

The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

Brief overview of the PTA Committee roles

**Chair**: directs the committee’s meetings, making sure everyone’s views are heard, and that everyone is involved in the meeting. Delegates tasks to other committee members and volunteers, and checks they’re completed. Liaises with the school, and requests a​ ‘wish list’ for the PTA committee to use when deciding which projects to fund Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per your PTA’s constitution.

**Vice-Chair**: deputise for the PTA Chair, and step into the role of PTA Chair if they are absent or step down.

**Treasurer**: ensures accurate financial records are kept, and that best practice procedures are followed for counting money, banking, and making payments. Keep the committee updated with regular reports, and ensure end-of-year reports are completed for the association’s AGM.

**Secretary**: supports the PTA committee to build effective communication links between the school and the association. Maintain accurate records, takes minutes at meetings.

We are also finding new Year Reps for this year. Ideally, we will need two people for each class. They will help sharing PTA information with their Year group and usually help organising their year Cake sales and stall for Christmas/Summer fayre.

If you would like any further information about being a Committee Member, please speak to Joana Osorio or email thetopshamschoolpta@outlook.com*.* As our PTA is a registered charity, all committee members automatically become Trustees of the Charity.

Please email the PTA email address thetopshamschoolpta@outlook.com as soon as possible.

We look forward to seeing you on Tuesday, 20th September.

Kind Regards,

***Joana Osorio***

***Chair of Friends of The Topsham School***