Friends of Naburn CE Primary School



(Parent Teacher Association Naburn CE Primary School)

Naburn CE Primary School Naburn YORK YO19 4PP

1 October 2014

ANNUAL GENERAL MEETING AND ELECTION OF PTA OFFICERS WEDNESDAY 8th October – 6.30pm in School

Dear All,

The Friends of Naburn School (formerly the PTA) AGM is being held in School on Wednesday 8th October 2014 at 6.30pm. As is always the case, all members of the Committee will be stepping down from their current roles, meaning that all the positions outlined below are available for ALL to apply. The current Committee members will NOT be standing for re-election this year.

Friends of Naburn School undertake a wide variety of fund raising and community activities throughout the year. All of the monies raised are donated to the school and fund a wide range of activities and equipment which benefit all of our children, including; Christmas parties, School trips and excursions as well as a wide range of equipment including iPads, listening devices, sports equipment as well as educational resources and games all of which enrich the teaching and learning experience of all our children and would not be available by other means. Funds raised also contribute to the running of the After School Club.

The Committee will require new members if it is to continue, whilst all of the fundraising activities rely on participation from all parents, the Committee needs more people to get involved with organising the events and attending meetings (which only happen about once a term!). The more people get involved the easier it is everyone, but we need your help. Unless more parents attend meetings and get involved we will have no alternative but to disband.

We are asking parents to carefully consider the job descriptions given on the attached sheet and, if interested, return the nomination slip to school in the PTA silver box or by email to Sarah Eden sarah.eden25@yahoo.com by the evening of Tuesday 7th October 2014. This will help to give us an indication of responses. If you have nominated yourself for a role but are unable to attend the meeting on the 8th October 2014, please do let us know this when you return your form. Everyone is welcome (please feel free to bring your children). The AGM will be followed by a brief general PTA meeting.

Getting involved does not need to be onerous – but without more participation we will not be able to continue!

NOMINATING YOURSELF:

If you would like to nominate yourself for a role – please fill in the following details:
I would like to nominate myself, [Name]:
Contact Number:
Email:
To be put forward for the role of:

Trustees: Marie Benson & Alison Rothwell Registered Charity number: 1135696

NOMINATING ANOTHER PERSON:

If you can think of somebody who you feel would be ideal for one of the roles, please nominate them here – they will be asked personally, if they would consider taking on the role.

I would like to nominate [Name]	
Contact No	
To be considered for the role of:	
Nominated by Contact No:	
Many thanks Sarah Eden (Chair), Nicola Stephenson Barr (Vice Chair)	
PTA POSITIONS	
Chair (or Co-Chairs)	
To provide leadership to the PTA as a whole. Project manages the major annual events. Attend and hevents. With the Secretary produce an agenda for Committee meeting; Chair meetings (including the balanced, impartial manner. Review minutes and newsletters produced; liaise with School and other groups together a brief annual report for the AGM in September.	e AGM) in a
Vice Chair	
To provide support to the Chair in all of their duties detailed above.	
Treasurer	
Arrange cash floats for various fundraising events. Be an authorised signatory at the bank for issuing chequidonations, PTA event expenses and transferring funds between saving and current accounts. Keeping a compression of the special sp	ashbook and
Secretary	
Produce an agenda (in conjunction with the Chair) prior to each meeting. Take the minutes of the ricrculate. Organise venue bookings, arrange licences for events etc. Produce a variety of letters communications. Manage the PTA section on the Schools website. Meet with Chair when necessary.	_
Publicity/Marketing Officer	
You would be responsible for promoting events within School and to the wider community. Liaise with loca and media ie: raffle contacts/parish magazine entries. Produce a newsletter, event flyers and keep parer with PTA news in general. Meet with Chair when necessary.	
Shopper	
This is a new role but a very important one! You would be required to shop for items needed for events.	
Class Representatives Part of the PTA Committee - liaise with the parents within their Year Group. Communicating with parents, events, volunteering requirements etc. Reception Class Representative Year 1 Class Representative	rents about
Year 2 Class Representative	
Year 3 Class Representative	
Year 4 Class Representative	
Year 5 Class Representative	
Year 6 Class Representative	