



## A warm welcome to the new academic year from the PTFA

Welcome back to all students and parents, and a big hello to our new 2019 Reception class and their parents too! We all hope the new starters have settled into the routine of school and are enjoying their time here at KWPS. It has been lovely to see them all so enthusiastic.

Our first PTFA meeting of the year will be held on **Monday 14<sup>th</sup> October at 7.30pm**, held at school in the junior library. This meeting will be our AGM, although it will be informal and a general overview of the last year's events and fundraising total. As always, everyone is most welcome and we offer an open invitation to our new parents, so please come and join us. We will be discussing final planning aspects of our first event of the year:

**Half Term Disco – Wednesday 16<sup>th</sup> October 6pm - 7.30pm**  
**Fancy dress optional (no masks please)**

At the AGM we will be offering up all roles for the PTFA. On the back of this letter is a brief description of what each of the roles entail, please note these roles can be shared.

If you would like to register your interest or have a chat about any of the roles, please feel free to contact head teacher, **Rhiannon Jones** on **01772 686126**, PTFA Chairman **Rachel Carter** on **07834 557409** or email [rachelcarterPTFA@hotmail.co.uk](mailto:rachelcarterPTFA@hotmail.co.uk). Alternatively, please return the tear-off slip overleaf to school, or have a chat on the playground.

We'll soon be on the countdown to Christmas, and it is with this in mind that I include some information about a website called [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk), which raises money for school with every search a registered member performs or anything a member buys. It is very easy to register, you only need to find the school and add your name/address to the form. You can search for items on sites such as Amazon, Ebay, John Lewis or Marks and Spencer, to name a few. It would be worth having a look for Christmas presents, to get the best deal available, and raise money for school at the same time.

We hope to see you at the meeting – **Monday 14<sup>th</sup> October at 7.30pm**.

Any helpers for the Half Term Disco, please email – [RachelCarterPTFA@hotmail.co.uk](mailto:RachelCarterPTFA@hotmail.co.uk) or text 07834 557409.

Thank you!

*Rachel*



**Background Information**

**Roles of committee**

The committee is a requirement for legal / financial requirements. The PTFA is a team exercise and in reality everyone takes on different supporting roles. The KWPS PTFA is supported well by teaching staff and the PTFA in turn support the educational and pastoral ethos of the school. The Roles of Chair, Treasurer and Secretary could be shared as long as it is agreed that everyone completes their actions and is responsible for certain events. If we are going to share roles we must agree that we have a clear communication process.

**Chair:** is the figure head of the PTFA. It is their responsibility to keep meetings in order, allow everyone who wants to speak to do so, to liaise with head teacher and rest of PTFA about events and financial decisions pertaining to PTFA. The chair generally heads each event and ensures that volunteers are available, that the event runs as smoothly as possible. Vice Chair's are an important assistant role to Chairman, ensuring events run smoothly and sharing the elements of the Chair role.

**Secretary:** keeps notes of each meeting complete with who is responsible for each action. Following meetings, the Secretary is to write up notes and circulate to PTFA/notice board. Prior to meetings, the secretary reminds PTFA members of meeting, creates an agenda with the chair and treasurer.

**Treasurer:** looks after the money. Prior to each event the treasurer withdraws money to cover expenses (receipts required at all times) and floats. After each event many people may help count the cash, but the treasurer is responsible for banking this. They also keep all the bank details/statements and cheque book. (Cheques require 2 signatures)

At every meeting the Treasurer reports the bank balance and any expenditure/income.

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Name of parent: \_\_\_\_\_

Name of child: \_\_\_\_\_

I would like more information about the roles.

I would like to put myself forward for the role of \_\_\_\_\_