



23 May 2023

Dear parents/guardian/carer

Friends of Poole High School (FOPHS) Annual General Meeting (AGM)

The AGM for the school PTA, Friends of Poole High School (FOPHS) will be on Monday 12 June, 2023 at 7pm, in the Merchants Hall at Poole High School. A copy of the Agenda is attached to this letter.

The PTA plays a vital part in the school community and all parents are invited to support the AGM. This is your chance to hear and see how the funds raised have been used for the benefit of the students at our school and flesh out plans for the next year. The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. Anyone wishing to stand as an Officer or Ordinary Committee Member for the first time, please let us know in advance. 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.

If you would like any further information about being a Committee Member, please contact Fiona Bannister (PTA Secretary) at the school by email: f.bannister@poolehigh.poole.sch.uk We meet roughly once every half term, usually in the evenings and not on the school site. We would welcome any member but are particularly looking for people with social media/marketing and event planning experience.

Volunteering

You do not need to be part of the committee to come to the meeting – you might just want to come along and hear about how you might be able to lend your support to the PTA. We currently do not have many members and for the PTA to continue we need more. Volunteering is not time consuming and it is often a fun social activity with the opportunity to meet other parents. By signing up as a volunteer you are able to decide which events you are able to help out at, without committing to attending regular meetings. We have lots of plans for fundraising events but do not have the necessary people to carry them out. All funds raised go directly back to schemes and projects that benefit the students – your children. If you are able to volunteer but cannot make the AGM please email: f.bannister@poolehigh.poole.sch.uk with your contact details.

Pre-loved uniform

We had a very successful sale on Saturday and it is clear there is an increasing need for parents and carers to buy uniform this way. We would like to hold sales more frequently if we can. How can you help? We need donations of uniform and your time. You can donate uniform to the school, please hand it in to reception, in a bag labelled FOPHS or you can volunteer to help out at a future sale.

We look forward to seeing you at the AGM. Please support the school PTA as it directly supports you and your children.

Yours sincerely

Friends of Poole High School Committee

FRIENDS OF POOLE HIGH SCHOOL

ANNUAL GENERAL MEETING

Monday 12 June 2023

7pm – 8pm

AGENDA

To be held at the Merchants Hall, Poole High School at 7pm

1. Apologies and absences

Annual General Meeting

2. Chair's Report for 2022-2023
3. Treasurer's Report for 2022-2023
4. Election of Officers and Trustees of the Committee
 - o Chair
 - o Secretary
 - o Treasurer
 - o Ordinary Committee members

Ordinary Business

5. Minutes of last meeting
6. Matters arising
7. Financial/ charity update
8. Fundraising and future event planning
 - o Summary of past events
 - o Future plans
 - o Volunteering: people to help - specifically:
 - i. Raffle prizes
 - ii. Event's organiser
 - iii. Social media and comms
9. Any other business
10. Date of next meeting