Edenfield C E Primary School

6th December 2018

Dear Parents and Carers,

We will be holding a brief Annual General Meeting of the PTA immediately after the nativity performance on Tuesday 11th December. At this meeting, a new PTA committee will be elected and we are inviting nominations for the following posts. The post of Treasurer is currently held by Al Green, however the posts of Chair, Vice-Chair and Secretary are currently vacant and we are actively seeking new nominations for these roles as follows:

- **Chair:** Leads PTA meetings; liaises with the Head teacher regarding the school's needs; oversees projects and events and fundraising efforts;
- **Vice-Chair:** A supporting role to the Chair; deputises as required and shares responsibilities with the Chair as above;
- **Treasurer:** Administering bank accounts, expenditure and finances for events; produces financial reports and annual accounts;
- **Secretary:** Linking all correspondence between the school and the PTA; manages administration; produces agendas, minutes, fund raising requests and thank you letters etc;

These elected officers work together as a team to ensure the smooth management of the PTA. There are a number of current leaders for planned activities and events, however we do need the ongoing support of all parents and staff to ensure our continuing success. We look for additional members to provide new ideas and run a variety of fundraising initiatives. We would ideally like to have representatives from all year groups, so if you are new to the school, you will be very warmly welcomed.

If you are interested in applying for any of these posts please return the attached form to the school office by Monday 10th December. Please come along on Tuesday and find out what the PTA achieve each year. Recent contributions have included:

- Funds to create a bespoke play area for the EYFS
- PE and outdoor play equipment
- Significant contributions to coach costs for all trips
- iPads and computer hardware for classrooms
- Reading books
- Art materials

Please also see attached a letter from the PTA.

On behalf of the PTA,

C.L. Garner

PTA Committee Nomination Form 2018/2019

I would like to become a member of the PTA Committee for the 2018/19 school year.

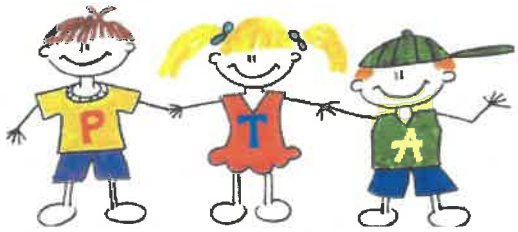
I (please print name) ..... wish to apply for the position of:

Chair Vice-Chair Secretary

Telephone ..... Email.....

Proposer: Signed ..... (please print) .....

Seconder: Signed ..... (please print) .....



6th December 2018

Dear Parents and Carers,

Edenfield PTA would like to take this opportunity to welcome new parents to Edenfield Primary School and to introduce ourselves. We are a group of parents who organise a number of events throughout the year including the Summer and Christmas fairs, children's discos, various social events, Christmas cards and the Edenfield school calendar.

The funds the PTA raises are vital to purchase extra equipment and experiences to enhance our children's time at Edenfield C E Primary School.

We are always looking for new volunteers and ideas and would love to hear from anyone who would like to become involved. You do not have to attend PTA meetings or join the committee to become involved, although you would be more than welcome to attend and the added bonus is that we usually meet in the Coach!

If you would like to join the PTA email group to keep up to date about events and meetings, please complete the form below and return to the school office as soon as possible.

The PTA looks forward to hearing from you.

Kind regards,

Edenfield PTA

Name _____

Email address _____

I would like to be added to the PTA email group ___

Please return to the school office. Thank you.