

Waveney Valley Partnership



Academy Head, Waveney Valley Partnership – Susie Collins

Email: head@wvpschools.org

Website: <http://www.waveneyvalleypartnership.org>

20th September 2021

Dear Parents and Carers,

I am writing this letter to inform you that both existing PTA committees (HSA and FOMSA) wish to stand down from their posts. I would like to thank all committee members for their hard work and dedication to our schools. The money that they raise is very important for our schools, helping to ensure that we are able to provide our pupils with added resources, as well as organising those events that help to build our school communities and bring people together. I am therefore asking you all to consider if becoming a committee member is something that would appeal to you? I have been given a brief outline of each of the main roles and I am sure that the departing committee members/ past members would also be happy to discuss what these roles entail.

Chairperson

- Is the spokesperson for the PTA
- Plans and runs meetings
- Writes an annual report for the AGM
- Ensures that the charity is well-governed

Secretary

- Makes arrangements for booking, promoting and recording meetings
- Monitors and replies to PTA emails and correspondence
- Organises and promotes events and fundraising initiatives, via social media and newsletters
- Liaises with School regarding funding requests

Treasurer

- Keeps records of charity finances
- Organises payments, receipts, petty cash and floats
- Presents reports for each meeting, including monitoring of the financial performance
- Deals with end of year accounting and reporting to Charity Commission

There will also be an election of a parent representative as well as a staff member to form the full committee.

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PTA+ has lots more details about each role: <https://www.pta.co.uk/running-a-pta/managing-a-pta/pta-committee-roles-and-responsibilities/>

The next meetings will be the AGM meetings- this is when the existing committee will officially end their term of office and the new members are elected. This is an open meeting to all of the school community and everyone is welcome. For each role nominations and seconders will be welcomed, if more than one person is nominated then a confidential ballot is held. At the end of the AGM a date will be decided for the next meeting. Due to guidance and restrictions these meetings will be held outside at the end on the school day. The meetings will be held on the following dates:

FOMSA AGM	Friday 8 th October at 3:45pm	School field
HSA AGM	Thursday 7 th October at 3:45pm	School playground

Kind regards

Susie Collins
Academy Head

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