



HANDCROSS PRIMARY SCHOOL

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Headteacher: Mrs Sharon Bondonno

Tuesday 6th November 2018

Dear Parents/ Carers,

On Friday 2nd November we held a meeting at school to ascertain interest in setting up a Handcross Primary School PTA in order to raise funds to support the children, whilst developing greater home – school partnerships. I am delighted to say that a number of families attended the meeting and were positive about this initiative. Other families, who could not attend, expressed interest for the future. A number of exciting fundraising ideas were discussed, from raffles, to Summer Fairs. It was decided to take the PTA initiative to the next level.

I hereby give notice of the first AGM (Annual General Meeting) of the new Handcross Primary School PTA, to be held on Monday 12th November 2018 at 2.15pm. We anticipate that the meeting will be finished by 3.15pm in time for school pick up.

All parents/carers are automatically members of the new PTA and are invited to attend the AGM. At this meeting, a new PTA Committee will be elected and we are inviting nominations for the following posts:

Chair: The Chair's main responsibilities include running all PTA meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year.

Vice-Chair: The Vice-Chair co-ordinates teams of volunteers and acts as deputy to the Chair.

Secretary: The Secretary's roles are minute taking at meetings, producing and distributing all PTA paperwork, maintaining noticeboards, advertising events where appropriate and general administration tasks.

Treasurer: The Treasurer is responsible for coordinating and recording all PTA monies including float provision, banking monies, issuing cheques and producing regular accounts.

These Elected Officers will work together as a team to ensure smooth management of the PTA but will rely heavily on the support of all parents and staff to ensure success.

In addition to these Officers, we will elect Committee Members who are eligible to vote on PTA issues and help run fundraising events. If you are interested in putting your name forward for any of these posts, please fill in the form below and return it to the school office.

Any nominations must be completed prior to the AGM and **handed in by Friday 9th November.** The AGM will be held at the school on Monday 12th November, where we will elect the PTA Committee, agree the PTA Constitution, then have the first official PTA meeting of the year. Even if you do you wish to put your name forward for specific roles, please come along to the meeting and find out how you can get involved in order to raise vital funds for the benefit of the pupils at our school.

We look forward to seeing you on Monday 12th November!

Yours sincerely,
Sharon Bondonno



NEARS

Member of NEAFS
The Network of Eastern Area Rural Schools



Healthy Schools

Handcross Primary PTA Committee Nomination Form 2018/19

I will be attending the AGM on Monday 12th November at 2.15pm and would like to become a member of the PTA Committee for the 2018/19 school year.

I (please print name) _____

Child(ren)'s name _____ Class: _____

wish to take up the position of:

Chair Vice-Chair Secretary Treasurer Committee Member

Signed: _____

Please note, at the meeting we will require a Proposer and a Secunder in order to elect the above roles.

I would like to attend the PTA meeting and get involved as a parent but I do not wish to take on a specific role.

If you cannot attend the meeting but would like to express an interest in helping to raise funds for the school please leave your details below:

Please return this slip by Friday 9th November.

