



Dear Parents,

I write to invite you to the Leybourne School PTFA AGM on Wednesday 30th October 2019, 7.30pm at the Old Rectory. It is with great sadness that I am writing to inform you that **all** the current elected posts will become vacant on 30th October 2019.

At Leybourne School we have been very lucky to have a very active PTFA (Parent, Teacher & Friends Association) for over 15 years, whose sole purpose is to raise money for the school. Every year the PTFA arrange a variety of activities for families to participate in, like:

- Summer & Christmas Fayres
- Easter Egg Hunt
- Summer and Autumn Discos

Over the years the PTFA has made considerable funds available to the school to spend on the children's educational needs, on average raising approx £5,500 per year. Some of the larger items that we have been able to provide the children with in the past include:

- Smart TVs in the classrooms
- Equipment for the setting up of Forest School – shelter, shed, tools etc
- Teaching resources when the new curriculum came in
- Chicken food and bedding
- Contribution towards the Year 6 Leavers' Fun Day

Now, with budgets getting ever tighter, our fundraising is so important to the school to enable them to offer our children the very best. Our goal over the last academic year was to add as much money as we could to the ICT ladder. We are pleased to announce that we have been able to contribute £5,500.

Due to various different reasons, unfortunately myself (Chair), Kirstie De-Machen (Vice Chair), Angela Hames (Treasurer), & Sarah Williams (Secretary) will be stepping down at the AGM. I would like to take this opportunity to thank them for all their hard work over the years. It has been a privilege to work with them and we have become great friends through our journey. We have all agreed that we will not be leaving the PTFA totally and we will continue to support the PTFA in anyway we can. We will arrange and deliver this year's Christmas Fayre as planning is already underway.

However, this does leave quite a gap to fill! Please can I urge people to continue to read below the descriptions for the roles that will become vacant. *If we cannot fill the majority of these roles then unfortunately this will mean that the PTFA will have to be brought to a close.* This year we finally saw the PTFA gain its 'charity status'. This has taken many years of work and without these roles being filled the hard

work we have done will be wasted. This would be a huge disappointment and a financial blow to the school. The PTFA on a whole has seen a decline in helpers in recent years. We appreciate demands on our time are growing ever stronger, however now more than ever the PTFA needs you. Please remember the saying 'more hands make light work'.

If anyone would like more details on the PTFA and how you can get involved or if you are interested in the roles available please feel free to contact me on 07760122733 or email leybourneptfa@outlook.com.

Many Thanks

Melissa Hickmott

Chair of Leybourne School PTFA

The Roles

These specified roles work in collaboration with the PTFA as a team:

Chair

Organise and chair meetings, work closely with the Headteacher to agree dates and discuss the possible execution of ideas suggested at meetings (in line with the ethos and character of the school), liaise with school office staff regarding additions to the bulletins or letters to parents, organise and run all key events

Vice-Chair

Assist the Chair by working together to organise the events, deputise in the Chair's absence

Treasurer

Keep up to date accounts detailing income and expenditure, report the bank balance at each meetings, make agreed payments, organise floats for key events, count and bank the takings giving profits on each event, create yearly accounts for the AGM

Secretary

Attend meetings, take minutes, circulate minutes and other key information, maintain a distribution list, send out thank you letters, arrange event licences.