



CANFORD HEATH INFANT and JUNIOR SCHOOLS

Learoyd Road, Canford Heath, Poole, BH17 8PJ

PATCH AGM – Thursday 2 December

Dear Parents/Carers,

We are holding our Annual General Meeting (AGM) at the Junior School on 2 December at 7pm.

Please consider carefully if you can offer help and support to our friendly group of parents and carers.

We need more parents/carers to become involved and begin to take a more active role. Two out of our three current committee members only have a short time left before their children leave the schools.

On the following pages you will find short descriptions of the main roles within the committee. Please contact us at patch@teachpoole.com for any further information.

We hope to see you there

Many thanks

The PATCH and Friends team



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CHAIRPERSON

Main duties:

- Provide leadership
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTA with one other committee member

VICE CHAIR

Main duties:

1. To chair meeting in the absence of the Chair
2. To draw up annual PTA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTA Chair.
4. To welcome and involve other parents into the PTA.
5. To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTA annual report for the Annual General Meeting.

SECRETARY

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events



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TREASURER

Main duties:

- Day-to-day management of accounts.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the committee.
- To prepare and report financial statements at PTA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid

CLASS REPRESENTATIVES AND COMMITTEE MEMBERS

Work alongside the Chair, Vice Chair, Secretary and Treasurer. One or two class reps for each year group to help promote and encourage participation in events.

Main duties:

- Attends PTA meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Encourages participation and enthusiasm for the events organized by the PTA