



Dear Parents/Carers.

Senacre Wood Primary School PFA you may have noticed is going through changes (new PFA logo), and as we come to the end of another academic year we need to start preparations for the forthcoming Academic year starting in September 2019.

The School PFA is a school based charitable organisation with a mission to make the school a better place for children to learn. Parents and Carers of students work together with teachers to volunteer to raise money for school supplies and generally support school efforts through things like school trips and experiences. We fundraise through various events like Film Nights, Discos, Christmas and Summer Fairs.

Senacre Wood Primary PFA has in recent years donated funds to provide the following for the Children at the School:

- Financial donation to provide new books for the new School Library
- Playground equipment and markings
- Annual individual class Christmas parties
- New Reception intake Book bags
- Year 6 leavers' parties and DVD
- Coaches for School trips/experiences
- Annual Christmas Pantomime brought into School
- Planetarium Experience

### **PFA Outlook 2019/2020**

In the new School Year, we will be holding the Annual General Meeting and at this meeting the current Chair, Secretary and Treasurer will stand down and there will be a re-election.

We really want to encourage all parents and carers to consider these roles and what they could bring to Senacre Wood PFA.

If you feel you could not commit to these specific roles but are happy to volunteer and assist at events this will be gratefully received. We really want to see more parents at PFA meetings; these meetings are crucial to organise fundraising and School events for the year. We welcome all new ideas from all and feel the PFA at Senacre Wood need new ideas and support from more parents.



Please see role description to consider:

## **CHAIR**

### **Characteristics**

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PFA is run effectively. As an Officer of the committee, the Chair will be one of the designated signatories and will sign cheques on behalf of the PFA along with other designated signatories.

### **Job function**

To ensure that the business of the PFA is conducted in accordance with the wishes of the representatives of the PFA, to uphold the constitution of the PFA, and prepare and submit statutory reports to Regulatory Bodies.

### **Main duties:**

- Provide leadership
- Sign the approved minutes of the last meeting
- 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 co-operation with the Secretary
- Sign cheques for the PFA with one other committee member



## **Secretary**

### **Characteristics**

The Secretary ensures that the PFA runs smoothly and provides a link between Committee Members and the PFA, and between the PFA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

### **Job function**

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PFA and the School.

The Secretary deals with all the correspondence that the PFA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the School Secretary will help make sure that correspondence, sent to the school, is passed onto the PFA promptly.

As well as dealing with correspondence, following a committee meeting the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PFA.

### **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

## **Treasurer**

### **Characteristics**

A key role for all committee members is to manage and control the funds the PFA raises. Although all the committee members have equal responsibility for the control and management of PFA funds the Treasurer plays an important part in helping the committee carry out these duties properly.



**Job function**

To maintain up-to-date records of all PFA financial transactions

**Main duties:**

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PFA and making payments
- 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 appropriate stakeholders. Money raised at school events will be locked in the school safe after the event
- To prepare and report financial statements at PFA Meeting
- To prepare a concise Financial Report for the Annual General Meeting
- Charity registration and Gift Aid

We would like to take this opportunity to Thank everyone for their contributions and assistance this year and wish you all a lovely summer break. See you in September.

Please do not hesitate to contact us via email at [senacrewoodpfa@gmail.com](mailto:senacrewoodpfa@gmail.com) for further information or if you have queries.