



15 September 2016

Dear Parents/Carers,

The end of the Summer term marked the end of my three year term as Chair of the PTA. At our AGM this week, volunteers came forward for some key committee roles for which we thank them. However, we are still looking for a new Chair to lead the PTA through the next phase of events and fundraising to enrich our children's school experience.

The role of PTA Chair could be held by one person, or by two people sharing the post. The key tasks are:

1. Chairing the PTA meetings which are usually held once every half term.
2. Compiling the agenda in preparation for the meetings.
3. Being the "face of" the PTA – the focal point for enquiries regarding PTA events.
4. Answering emails to the PTA. This is not exclusive to the Chair role as other members have access to the mailbox but is a shared responsibility.
5. Being the link between the PTA and Mrs Druce and other school staff.
6. Writing emails for the Class Rep Coordinator to send out to the Class Reps – these usually relate to an event or requests for help at events.

There is an experienced committee in place including a Vice-Chair, myself and the previous Chair who will be on hand to support the new Chair(s). Mrs Druce also plays a very active role in supporting the PTA. I would be happy to talk through the details of the role with anyone who is interested in the position and will of course do a full handover to the new Chair. I can promise you that you won't be on your own!

The role is great fun and very rewarding. Meetings are informal and are held in the pub, providing an opportunity to meet parents and carers from across the school. You will have an opportunity to be directly involved in your child(ren)'s school and above all, seeing all the children enjoying the events and the activities that the PTA organises and funds is fabulous and well worth the time invested.

Our school now has 510 children who will all directly benefit from the funds we raise. We plan to continue with our popular events over the next year including Fireworks, Christmas Disco, Christmas Market, Stay & Play, Easter Challenge and Summer Fun Day, as well as others we may not have thought of yet! However, in order to make these events happen, we do need a chair to coordinate the committee's efforts. Amongst our school community I am sure that there are people who would make excellent PTA Chairs, it just takes one (or two) of you to volunteer.

If you are interested please email ptastamfordgreen@gmail.com. or have an informal chat with a member of staff at the gates in the morning.

Kind regards,

Leigh Fleeman