

Dear Parents and Carers

Ahead of the forthcoming AGM on 5 March, I thought it would be useful to clarify a few points.

The current elected positions of Chair and Treasurer will become vacant on 5 March 2025. The Secretary position has remained vacant since September 2024.

In line with the Constitution which governs the way the PTFA is run, if these roles are not filled by named individuals, the PTFA is unable to continue and will cease to operate.

The PTFA's sole purpose is to raise money for the school. Every year the PTFA arrange a variety of activities for families to participate in such as:

- Christmas Fayres
- Mothering Sunday/Father's Day gifts
- Easter Eggs
- Twice yearly discos
- Providing food and refreshments for Midsummer Music.

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 more recent items that we have been able to provide the children with include:

- Intervention and Sensory Rooms
- New Playground equipment

The PTFA also pays for:

- Chicken and Guinea Pig food and bedding
- Contribution towards the YR6 Leavers Fun Day

Now, with budgets getting ever tighter, PTFA fundraising is so important to the school to enable them to offer the children the very best. The PTFA obtained "charity status" in 2019, which was a culmination of many years of hard work by our predecessors and it would be an incredible shame if this was lost due to the PTFA having to close.

Due to various different reasons, myself (Chair), and Nichola Webber (Treasurer) will be stepping down at the AGM. Neither of us will be leaving the PTFA totally and we will continue to be part of the team, however, as has been mentioned a number of times, the PTFA as a whole, is desperately short of help. This year we will be losing three long standing members of the committee as their children move on to secondary school, and the following year both myself and Nichola move on, which is a significant proportion of the current committee. Without committed help, the PTFA will struggle to get events up and running and so may have

to scale back the activities they are able to offer. We do appreciate demands on 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 are interested in the roles available please feel free to email me at leybourneptfa@outlook.com.

Many Thanks

Jenny Gillespie

Chair of Leybourne School PTFA

The Roles

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

Chair (can be shared with a Co-Chair)

Organise and chair meetings, liaise with the Headteacher to agree dates and execute ideas raised at meetings, liaise with the office over letters to parents, organise and run all key events

Treasurer

Overall responsibility is to finalise and publish at the AGM the annual accounts, maintaining the PTFA bank accounts and being the main contact point with the Charity Commission. Keep up to date accounts detailing income and expenditure, report the bank balance at each meeting, make agreed payments, organise floats for key events, count and bank the takings giving profits on each event, create yearly accounts for the AGM, manage SUM UP shop and card payment machines to support events.

Secretary

Attend meetings, take minutes, circulate minutes and other key information, arrange event licences.