

# Carr Head PTFA

Registered Charity: 702448

Carr Head Primary School,  
Poulton le Fylde  
FY6 8JB



24 January 2021

## PTFA Annual General Meeting

Dear Parent/Carer

I would like to invite you to attend the Annual General Meeting of the Carr Head Primary School PTFA on Thursday 28<sup>th</sup> January at 6pm. Due to the current Covid-19 restrictions, the meeting will be held using [Zoom](#). The Zoom meeting ID is 848 7971 8150 and the password is ptfa. Please feel free to pass this invitation to grandparents or any other family members that may be interested in volunteering with the PTFA.

The purpose of the AGM is to appoint the committee members listed below. The current PTFA committee invite you to volunteer for any of the following roles. If you would like to try any of these roles, please email or message before the AGM to nominate yourself. In particular, please consider whether you would like to take on the treasurer or vice-chair role as our current treasurer and vice-chair will not be standing for the roles this year.

- Chair - provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda, ensures that issues are properly debated and an agreement is reached.
- Vice-Chair – assists the chair with their responsibilities.
- Treasurer - records all income and expenditure of the PTFA, prepares annual accounts, pays money in to and withdraws money from the PTFA bank account as required.
- Secretary - ensures effective communication between committee members and between the PTFA and the school, prepares meeting minutes.

More detailed descriptions of these roles can be found in the attachment 'Roles and Responsibilities of PTFA Committee'. As our PTFA is a registered charity, all of the above roles are also trustees of the charity. The Charity Commission publication 'The Essential Trustee – What you need to know' provides more information.

In addition to the roles defined above, we would also like to have volunteers for the following roles, which do not need to become trustees of the charity:

- Event coordinator – leads the planning and organisation of any events run by the PTFA, for example discos, summer fair, Christmas markets.
- 100 Club coordinator – manages the PTFA 100 club


We would also love to have more volunteers to help with fundraising ideas, help planning and arranging events and input into how PTFA funds are spent. The committee members and other PTFA volunteers support each other with everything that we do, so all roles are supported by others.

If you would like any further information about what is involved in being a Committee Member, please email [ptfa@carrhead.lancs.sch.uk](mailto:ptfa@carrhead.lancs.sch.uk) or message via the Facebook page. I look forward to seeing you on 28<sup>th</sup> January.

Regards

Richard Lord, Chair



 [ptfa@carrhead.lancs.sch.uk](mailto:ptfa@carrhead.lancs.sch.uk)  
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