



Heavers Farm Primary School
58 Dinsdale Gardens
South Norwood
LONDON SE25 6LT
Tel: 020 8653 5434

Head Teacher: Mrs Susan Papas



Dear Parents and Staff,

28th September 2016

Parents and Teachers Association (PTA)
Annual General Meeting (AGM)
Friday 7th October 2016
at 5.30pm in the Music Room

We would like to invite you all to the Annual General Meeting of the Heavers Farm PTA (Parents & Teachers Association) on Friday 7th October at 5.30pm. We hope the meeting will last around 20 minutes, after which there'll be time for refreshments and a chat! Please come along to support us, share ideas and find out what we have planned for this year.

The PTA organises social and fund-raising events for children and parents/carers. We aim to raise money so that our children can be provided with extra materials, events and equipment that will enrich their school life. We are a sociable and informal group and we are looking forward to meeting lots of new faces this year!

All parents are members of the PTA, so please pop along to find out what happens to the money you help raise. At the AGM, we look at the events and accounts from last year and elect a Committee to run the PTA for the next 12 months. If you are interested in being part of the committee, or just helping out occasionally, please see the attached sheet for some details of what's involved. Anyone wishing to nominate themselves as a committee member or Officer, please could you do so in advance using the slip below or via our facebook page, blog or email. We need a new chairperson this year – please consider putting yourself forward. The children love the events we run, plus volunteer work looks good on a CV!

If you would like any further information about what is involved in being a Committee Member, please contact us via facebook or the blog. One of us will be happy to speak to you in person either before or after school.

We look forward to seeing you on Friday 7th October.

Regards

Sarah Risness
PTA Chairperson

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nomineeparent ofClass.....

For position of: ☐ -Chair ☐ -Secretary ☐ -Treasurer ☐ -Committee Member

(please mark all roles you wish to be elected for)

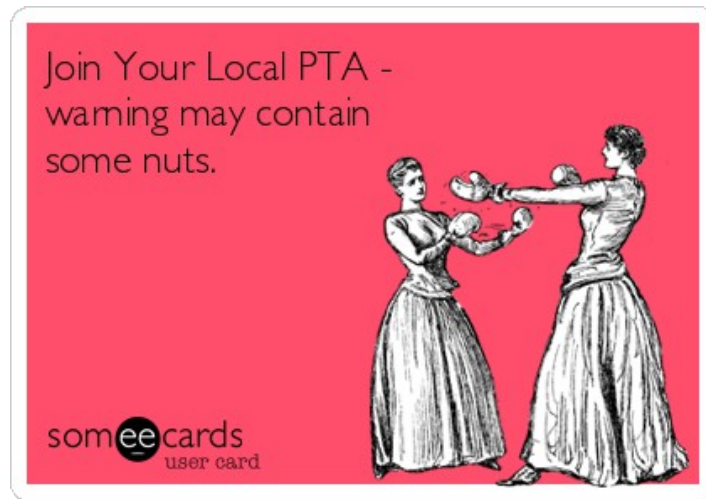
I wish to stand for election for the above position(s)

Signed

Date.....

email:.....

Phone.....



Heavers Farm PTA

For anyone interested in joining the PTA and supporting the school community, here are some details on the different roles;

OFFICERS

Chairperson – The Chair sets the agenda, runs the meetings and liaises with the school.

Secretary – The secretary takes the minutes and organises the team.

Treasurer – The treasurer, as you would expect, is responsible for the accounts.

For more information on these roles, please speak to any PTA member, or contact us through our facebook page, blog or email address (see below).

ORDINARY COMMITTEE MEMBERS

We can have up to 10 'ordinary' committee members who attend meetings and have voting rights along with the officers. These can also be parent reps.

All members and officers are responsible for organising events.

PARENT REPS

We would love volunteers to be PTA champions for their class. Reps will have the latest information emailed to them and hopefully will be able to attend meetings so that they can pass on information to their class. They can also help gather support from parents. Please contact us to volunteer!

VOLUNTEERS

We always need a lot of help this year for our events, and every little bit of help counts! It could be offering some time to help out, or selling raffle tickets, helping on a stall, baking a cake, tidying after an event, asking your employer for a raffle prize, the list is endless! Please help whenever you can, in a small way or a big way, to support the school community. Volunteers are very welcome at committee meetings, they are very informal.

Would you like to keep in touch with what the PTA are doing?
Please follow our pages to see all the news.

Facebook: www.facebook.com/heaversfarmparents

Blog: www.heaversfarmparents.wordpress.com

Email: heaversfarmpta@yahoo.com