FRIENDS OF ROXBOURNE COMMUNITY

YOUR INVITATION TO THE AGM

FORC is Roxbourne Primary School's Parent and Staff Association. Parents and carers of children at Roxbourne Primary School are invited to our 2025 AGM when we will be reflecting on our activities from the last year, welcoming feedback and electing new committee members including a Chair/Co-Chair, Treasurer, Secretary and General Committee Members.

Monday 19 October

18:00 - 19:00

LOCATION: AT SCHOOL OR

ONLINE MEETING ID:

VIDEO CALL LINK:
HTTPS://MEET.GOOGLE.COM/XOG-PTBA-KUJ
OR DIAL: (US) +1 501-803-2213
PIN: 865 674 085#

How can you help?

FORC meet and undertake activities throughout the school year to raise funds for and enrich the lives of the school community.

Examples of successful FORC activities included the Halloween and Fireworks Night, Winter Jingle and Mingle, Easter Egg Hunt, Camping Residential for our Year 3, Year 4 and Year 5, Summer Fair, Dragons Den, the Year 6 Graduation Ceremony.

We are a friendly and supportive group who find the joy on the faces of school students at FORC events to be incredibly rewarding and think you might too. So why not join us and help make a difference at Roxbourne Primary School?

Further information To find out more about the AGM or joining FORC, email the School Office, office@roxbourneprimaryschool.co.uk

PTA ROLES & RESPONSIBILITIES

PTA / Chair

Main purpose of the role:

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

• Chairs and facilitates meetings in a manner that encourages everyone to contribute
• Sets the date and agenda for meetings and keeps the discussion on track
• Delegates tasks to committee members
• Ensures decisions are implemented
• Liaises with the school about fundraising priorities
• Welcomes and motivates new volunteers
• Is a designated signatory on the PTA bank account
• Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

PTA treasurer

Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

• Manages the day-to-day finances
• Keeps a detailed and accurate record of the PTA's financial activity
• Reports on the finances at meetings in a clear, concise way
• Arranges floats for events
• Ensures money is kept safely before and during events
• Banks the takings from events and fundraisers
• Makes Gift Aid claims
• Implements procedures for making payments and claiming expenses
• Completes the Charity Commission annual return (if registered)
• Gets accounts audited where necessary
• eg, the Charity Commission, and submits reports where necessary. PTA secretary Main purpose of the role The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

PTA ROLES & RESPONSIBILITIES

PTA secretary

Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

• Assists the chair with planning meetings
• Communicates with the school and committee members, including circulating the agenda before PTA meetings
• Takes minutes at meetings, recording the key points, decisions made and relevant action points
• Manages communication between the committee, volunteers, school and school community
• Prepares the publicity for events, including flyers, posters and tickets
• Ensures meetings have enough attendees to form a quorum
• Keeps records
• Shares information

General committee members

• Attend meetings as and when needed for event planning
• Help prepare for events and attend on the day when able
• Currently main events are summer fair, Halloween and fireworks night and year 6 graduation ceremony.