



Annual General Meeting of STARS
(Support Team for Abbots Ripton School)

Wednesday 25th September

7pm

in the school hall

Do come along – Everyone is welcome.

If you wish to stand for election for one of the main positions please can you email the school office by Tuesday 24th September. Please see below for a brief description of what each role would entail along with the agenda for the evening.

office@abbotsripton.cambs.sch.uk

PTA Job Descriptions

Main roles

The Chair

Main duty: To chair meetings and be the key link with school.

Key jobs: To make all committee members feel welcome and valued; to set the PTA agenda; to provide leadership; to co-write the annual PTA report. Policies and procedures including links with the Charity commission, Risk Assessments, licenses etc.

Needs to be: Enthusiastic, calm; good at listening; decisive.

Vice chair

Main duty: To support the work of the PTA Chair.

Key jobs: To step in for the Chair when the Chair is absent; to work with the Chair to see the PTA runs smoothly and communicates well. Manage the PTA Events APP including ensuring the treasurer has access.

Needs to be: Supportive, enthusiastic; energetic; organised.

The Treasurer

Main duty: To oversee the PTA's financial affairs.

Key jobs: To manage accounts; do banking and maintain up-to-date financial records. Manage Easyfundraising.

Needs to be: Reliable; organised; good with numbers.

The Secretary

Main duty: To keep up-to-date records of PTA activity.

Key jobs: To organise PTA meetings; to prepare and distribute agendas and minutes; to build strong relationships with key school staff – including the office staff. Link with clothing bank company.

Needs to be: Organised; good at time management and friendly.

The Comms Agent

Main duty: To publicise PTA events and activities

Key jobs: To get to know as many parents as possible; to promote and communicate what's going on (via School Newsletters and Facebook); to enthuse other parents about what's going on; send write ups and pictures to local press

Needs to be: Friendly; creative; good at writing.



STARS

AGENDA for STARS AGM and meeting on 25th September 7pm

AGM

1. Welcome
2. Apologies
3. Review AGM minutes 2018 & matters arising
4. Headteacher/Chair report
5. Treasurer Report
6. Election of Committee
7. End of AGM

STARS MEETING

1. Fund allocation
What is our focus for fundraising this year?
2. Proposed events for this year and this term
Calendar of events set and lead/organiser agreed
3. AOB

