



Parents & Friends Association

13th June 2017

Dear Parent/Carer,

You are invited to attend the Brimington Manor Parents and Friends Association (PFA) annual general meeting (AGM) on **Friday 30th June at 2.00pm** at Brimington Common Methodist Church Hall.

The PFA are a charitable group, established to raise money, support the school, create a community and make a difference for our children. We provide an opportunity to make new friends and are open to all parents, carers, grandparents and teachers, even if you only have a small amount of time available.

The PFA runs the Autumn Fair, raffles, the Christmas DVDs, Easter events and we are always looking for new ideas. In the past we have helped fund the purchase of I pads, African drumming and mask making workshops, Kite making kits, sports equipment, playground equipment, reading area furniture and much more.

This AGM will cover a report from the Chair and Treasurer, set out the committee's plans for the year and also see the election of the committee posts. For those who would like to nominate themselves for these positions, a list of posts and a brief outline of responsibilities are listed below. There will also be a chance to put forward ideas for events for the coming year. Please use the form at the bottom of this letter to nominate and/or to give us your ideas. Forms can be returned to the school office up to the day of the AGM **Friday 30th June 2017**.

Each year, as our children move on to the junior school we lose some valuable support. We would love to gain new support to continue enabling our children to enjoy the benefits that the PFA brings.

We want to make this event as accessible as possible to as many parents as possible so if you have childcare responsibilities, please feel free to bring your children along.

If you are unable to attend the meeting but wish to express an interest in the PFA generally, you can state that on your form. Your support is really valuable to our children and always appreciated.

Best wishes and hope to see you there,

The PFA Committee: Helen, Rachel, Hannah, Kim, Claire, Mrs Newton, Mrs Grinbergs

Committee Positions

Chair - provides leadership for the committee, sets meeting agendas and manages meetings in line with the agenda and liaises with the school.

Treasurer - responsible for day to day admin of financial records and procedures as well as the banking and handling of money at PFA events.

Secretary - responsible for ensuring that there are effective communication links between committee members, takes minutes at meetings and circulates minutes and agendas.

Please return the section below to the school office by Friday 23rd June 2017

Name: _____

Tel: _____

Contact email: _____

I would like to nominate myself for the position of (please tick all that apply)

Chair Treasurer Secretary

I can't attend but would like someone to contact me to discuss ways of getting involved

My idea for an event that I would like to see happen this year is...