



CANFORD HEATH INFANT and JUNIOR SCHOOLS

Learoyd Road, Canford Heath, Poole, BH17 8PJ

PATCH AGM - Wednesday 16th November 2022 at 6.30pm

Cheese and wine evening

Canford Heath Infant School

Dear Parents and Carers,

Please join us to enjoy cheese and wine at Canford Heath Infant School and attend our Annual General Meeting (AGM) on **Wednesday 16th November from 6.30pm**. We welcome you to participate and are keen to gather members and volunteers to support PATCH throughout the academic year. If you would like to take part, please come along and meet our friendly group of volunteers.

PATCH (Parents And Teachers of Canford Heath) believe that together we can enhance every child's school experience by providing the little 'extras' - but we need more believers like YOU. We need YOUR help.

PATCH is a team of parents / carers / grandparents / friends who work together to raise funds and organise fun events for your children throughout the year. We are currently responsible for organising the discos, fairs (Summer and Christmas), providing tea, cakes and refreshments for various parent and child led events, leavers' parties, leavers' hoodies and much more!

We are parents and carers too, so we know just how busy life is but also how critical you are to your child's future. That's why we are committed to providing the little 'extras' to enhance all of the academic, social and emotional milestones your child will experience. Life is busy so the more parents engaged with PATCH the better, if we all do our bit, however big or small, it'll make the world of difference to our children.

Would you like to have a say on how we raise and spend the funds? Or help to create and organise the events for your children? PATCH is for you - the parent who's always on the go, but still looking for a community that is committed to helping your child have the very best school experience.

We are putting our best foot forward and continuing to raise school funds for the current academic year and planning for future years. Any support, time or ideas are always very welcome and needed. Please come along and join us, we can promise a friendly and co-operative environment... and cheese and wine!

We hope to see you there!

Many thanks,

The PATCH and Friends team



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On the following pages you will find short descriptions of the main roles within the committee. Please contact us at patch@teachpoole.com for any further information.

CHAIRPERSON

Main duties:

- Provide leadership
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTA with one other committee member

VICE CHAIR

Main duties:

- To chair meeting in the absence of the Chair
- To draw up annual PTA programme in consultation with the Chair
- To prepare meeting agendas by consulting with the PTA Chair
- To welcome and involve other parents into the PTA
- To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills)
- To prepare with the Chair the PTA annual report for the Annual General Meeting

SECRETARY

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

TREASURER

Main duties:

- Day-to-day management of accounts
- To prepare and update financial ledgers on a regular basis
- To complete banking transactions on a regular basis
- To organise floats for events, collect and reconcile monies raised and report totals to the committee
- To prepare and report financial statements at PTA Meetings



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- To prepare a concise Financial Report for the Annual General Meeting
- Charity registration and Gift Aid

CLASS REPRESENTATIVES AND COMMITTEE MEMBERS

Work alongside the Chair, Vice Chair, Secretary and Treasurer to help promote and encourage participation in events.

Main duties:

- Attend PTA meetings
- Get involved in planning, owning and running events
- Run smaller projects
- Encourage participation and enthusiasm for the events organised by the PTA