



Brampton Primary School

Sawmill Lane, Brampton, Cumbria CA8 1BZ

Headteacher: Geof Walker

geof.walker@brampton.cumbria.sch.uk

Educating children today, tomorrow and for the future

Tel: 016977 42158 – FAX 016977 42157

Dear Parents,

You are cordially invited to the first meeting of the new school year for Brampton Primary Parent Teacher Association. Every parent at Brampton Primary School is automatically a member of the PTA, so everyone is assured of a warm welcome.

The meeting will be held at the junior site and will start at 7pm on Monday 5th October with some refreshments. The actual meeting, the AGM will commence at 7.30pm.

As this is the Annual General Meeting a committee will need to be formed, the chairperson, secretary and treasurer are elected positions while other posts are co-opted. We will discuss the plans for future events for the year- fundraisers, social evenings and informative meetings.

If you would like to be considered for one of the elected positions or would like to nominate some- one else with their permission, please fill in the slip below and return it to school.

Please do come along. Looking forward to seeing you there.

I would like to nominate for the position of Chairperson/
Secretary/ Treasurer.

Signed

I agree to be nominated for the position of Chairperson/ Secretary/ Treasurer.

Signed (please delete as appropriate)

I am unable to attend the meeting, but would like to help by: (delete as appropriate)

Attending committee meetings (2 to 3 times a term); Helping at events as a stallholder, facepainter etc; Selling raffle tickets; Helping with activities at school.

Name Child Class



BRAMPTON PRIMARY SCHOOL P.T.A

JOB DESCRIPTIONS

CHAIRPERSON

Provides leadership, sets agendas for meetings, chairs committee meetings, welcomes and involves new members, co- ordinates arrangements for events or delegates responsibility, prepares and presents report for the AGM, signs cheques for the PTA.

SECRETARY

Deals with correspondence, prepares agendas, calls meetings (with plenty of notice), Takes, types up and distributes minutes to the committee, helps Chair with event arrangements, co- signatory on PTA cheques as required.

TREASURER

Maintains the financial records, reports income and expenditure at committee meetings, liases with the bank, prepares and co- signs PTA cheques as required, organises floats, counts and banks monies from PTA events, arranges audit, presents annual account report at AGM.

VICE CHAIRPERSON

Assists the Chairperson as required.

ASSISTANT SECRETARY

Supports the Secretary, photocopies and distributes minutes, agendas and letters to parents. Assists with the organisation of events.

ASSISTANT TREASURER

Supports the Treasurer, helps count monies, co- signs cheques, provides continuity.

QUARTERMASTER

Purchases required items for events, provide receipts for items purchased and liases with Treasurer.

PUBLICITY

Liases with Secretary, makes or arrange for making of posters and tickets. Put up posters in school and town when appropriate. Arranges for notices on radio, TV and in the press. Arranges press photographer to cover events when appropriate.