



Dear Parents, Carers and Staff,

15 March 2018

PSA AGM – Friday 23 March 9-10am, Staff Room – Grazebrook School

As you know the PSA is a voluntary parent / carer led group that raises money for the school by organising fun events for all the family to enjoy. We raise donations throughout the year to help fund additional school activities for all our children. A huge thank to all our parents and carers over the last year who got involved and:

- helped to organise the fundraising events (Fairs, Barn Dance etc)
- ran stalls and spent money at the Winter and Summer Fairs
- made cakes and helped with PSA cakes sales
- sourced prizes, bought and sold raffle tickets
- donated through the Giving Machine when shopping on-line (www.givingmachine.com)

An incredible effort all round!

Last year the PSA allocated £7,300 funding to a variety of school projects including the Christmas Panto, the Year 4 Apollo Music Project, book boxes for each class, and £500 per year group for student enrichment activities. Parents and carers tell us it's really important to provide that funding, but we need to raise more money each year! That's where you come in! Our next Annual General Meeting takes place next **Friday 23 March at 9am**.

At that meeting, as well as discussing funding priorities, we'll be voting for a new parent / carer group who will run the PSA over the next year. Parents / carers can put themselves forward to be part of this team and / or champion specific fundraising events (eg. we are planning to introduce a new film night so watch this space!).

We're specifically looking for: **a Chair or Co-Chairs, Secretary, Treasurer and Communications expert** to make up the team over the next year.

If you would like to stand, but can't attend the meeting, please do email your details to: claire.dream@me.com by Thursday 22 March.

We would love to see you at the AGM and you can join the discussion about fundraising plans and where the money should be spent in 2018 /19.

With best wishes

Claire, Carla, Nikki and the PSA team

Join our Facebook group : www.facebook.com/groups/GrazebrookPSA





PSA Committee Elections

On **Thursday 23 March** we will be holding the PSA annual meeting at **9am**. All parents and staff are encouraged to attend. We will vote on important funding issues and encourage parents and carers to get directly involved in the PSA Team. If you cannot attend but are interested in getting involved then please do email your details and we will get back in touch with you.

The following posts are open for election:

Chair / Co-Chairs

Chairs Meetings
Sets Meeting Dates
Communicates with Head and School
Attends PSA meetings

Treasurer:

Administers PSA Funds
Administers PSA Bank Account (with Chair)
Prepares Floats for PSA Events
Administers Reimbursements
Collects Profits at events

Secretary:

Records Meeting Minutes
Distributes Minutes to School, PSA and wider school community
Distributes Meeting Agendas
Publicises Meeting dates
Liaises with school to send PSA text reminders

Communications Officer:

Administers and updates FB page
Administers parents email list

All roles can be shared by two individuals.

Please send the following information by e-mail if you can't attend the AGM to: claire.dream@me.com

PSA Committee Elections

Name _____

Email _____ Mobile _____

I would like to stand for the PSA post of _____ in the 2018 PSA election on 23 March.

Any other feedback you would like us to consider: (for example, ideas for fundraisers, or suggestions for what we might spend our donations on?)

