



Dear Parents, Carers and Staff,

24th January 2017

## JOIN THE PSA TEAM

2016 was a great year for the PSA. We raised over £8000, including a record £3700 at the winter fair, thanks to a fantastic effort from all the volunteers.

But we need to sustain this fundraising, now in 2017 more than ever before. Along with other schools, Grazebrook faces a reduced budget. That means the school has less money to fund all of the great activities – [like drama/ music/ museum visits, etc] – that our children have enjoyed. Jess Hutchinson, Headteacher, has asked the PSA to help out by providing around £500 per year for each year group towards these activities.

We think it's really important to provide that funding, but we also have a long tradition of supporting the summer trip and the panto. So we really want to do both! That means raising up to £8,000 yearly, which requires a big effort from all of us.

That's where you come in. Our Annual General Meeting takes place on **Thursday 2 March at 6pm**. At that meeting, as well as discussing funding priorities, we'll be voting for a new committee who will run the PSA for the next year. All the positions are up for grabs: Chair, vice Chair, Treasurer, Secretary, Communications lead and Fundraiser. Even if you do not have much time, you can still apply for a job share! If we do not fill these positions, this raises concern about the future of the PSA and our ability to support the school with such events and extras. There are also opportunities to be part of the teams that run the Summer fair and other events.

If you'd like to stand, please either return the attached nomination form to Pam in reception, or email your details to [Nikki@blustindesign.com](mailto:Nikki@blustindesign.com) by Friday 10 February.

Please do come along, vote and tell us what you think about what 2017 should bring.

With best wishes

### **Nikki and the PSA team**

**Join our Facebook group** : [www.facebook.com/groups/GrazebrookPSA](http://www.facebook.com/groups/GrazebrookPSA)

### **Come along to our future meetings:**

27th January at 9am - coffee social in the small hall tbc  
10th February at 9am – coffee social in the small hall tbc  
2nd March at 6pm - AGM at school  
17th March at 9am - coffee social in the small hall tbc  
29th March at 6pm - location tbc





## PSA Committee Elections

On **Thursday 2nd March** we will be holding the PSA annual meeting at **6pm**. All parents and staff are encouraged to attend. We will vote on important funding issues and PSA posts and come together as a parent community. This will take place at the school. If you cannot attend but are interested to get involved then please email your details and we will get back in touch with you.

The following posts are open for election:

### Chair:

Head of PSA  
Sets Meeting Dates  
Communicates with school administration and headmistress  
Delegates sub-committees  
Liaises with Parent Council  
Plans Meeting Agendas  
Administers PSA Bank Account (with Treasurer)  
Attends PSA meetings

### Vice Chair:

Same as Chair  
Steps in if chair is unable to fulfill duties

### Treasurer:

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

### Secretary:

Records Meeting Minutes  
Distributes Minutes to school administration, PSA and wider school community  
Distributes Meeting Agendas  
Publicises Meeting dates  
Asks school to send PSA text reminders

### Communications Officer:

Administers and updates FB page  
Administers parents email list

### Fundraising Officer

Creates and administers Donate Now Button  
Administers other Fundraising Projects  
Works closely with Treasurer

All Offices can be co-chaired by two individuals.

## Other ways of getting involved:

### Sub-Committee Chairs

- Winter Fair
- Summer Fair
- Raffle
- Holiday Cards





**PSA Nomination Form**  
*Please return to the box at reception*

PSA Offices for Election: Chair  
Vice-Chair  
Treasurer  
Secretary  
Communications Officer  
Fundraising Officer

Name \_\_\_\_\_ Surname \_\_\_\_\_

Email \_\_\_\_\_

Mobile Number \_\_\_\_\_

Child's Name and Class \_\_\_\_\_

I would like to stand for the PSA post of \_\_\_\_\_ in the 2017 PSA election

because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments \_\_\_\_\_

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