

Tuesday 11th September 2018

Dear Parents and Carers

Notice of FAB AGM

As you know, Bonneville Primary School has a charity that supports it by fundraising known as FAB. Currently the committee includes Erin Derrick and Catriona Clark as co- chairs, Karen King as secretary and Pete Gardner and Polly Mackay as co-treasurers.

We have been carrying out these roles for the last academic year and are happy to continue. However, if there is anyone else who would like to take over or join the committee please let us know. If there are more than one candidate for any roles, we can put the matter to a vote. This letter is also notice of the AGM, which will be held on **21st September 2018** at 9 am in the music room at Bonneville. A brief summary of the individual roles is below:

Chair

The Chairs take on overall responsibility for the charity. Their role is to organise events (and muster up help to do so) and they have regular meetings with Ms. Parker to keep the school updated on what the plans are so that we can make sure they fit in with the school's own requirements and plans. They liaise with the school and requests a 'wish list' for the committee to agree what to fund.

Key skills:

Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.

Ability to remain impartial – make sure contributions are brief and ensure everyone's views are respected.

Calm, friendly and approachable – as the main point of contact for FAB for the school and parents the Chair must be inclusive and make sure everyone feels welcome.

Organised and able to delegate – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

Treasurers

Treasurers are in responsible for making sure there are floats for events, paying expenses and bills incurred by the charity, invoicing and chasing for payment of invoices where companies have offered sponsorship, doing the accounts and counting the money after events and getting it to the bank.

Key skills:

Basic understanding of book keeping – able to maintain accurate records of income and expenditure.

Organised with an eye for detail – big events involve counting a lot of small change. The Treasurer leads the ‘money’ team, making up floats and collecting money from various stalls.

Calm, approachable and a team player – it is a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

Secretary

The Secretary supports the Chair in organising meetings, taking minutes (where necessary), applying for relevant licenses (bar and raffle). The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records

Key skills:

Organised and efficient – keeps accurate records in a format that can easily be handed over to successor.

Good listener – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.

Calm, friendly and approachable –able to communicate confidently with the school and committee.

If you are interested in any of the above, please fill in your details below and leave them with the office. As set out above we will hold an AGM on 21st September where the voting will take place so make sure you return your details before **Wednesday 19th September** and get canvassing. If you have any questions please email us at BonnevillFAB@gmail.com.

Name:

Email/mobile:

Role/s you are interested in:

As FAB is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication ‘The Essential Trustee – What you need to know’.

Bonneville Primary School
Bonneville Gardens
London SW4 9LB

Tel: 020 8673 1183
Email: admin@bonneville-primary.lambeth.sch.uk
Web: bonneville-primary.lambeth.sch.uk/

Headteacher:
Andrea Parker, BA (Hons), NPQH

 @bonnevilleps