

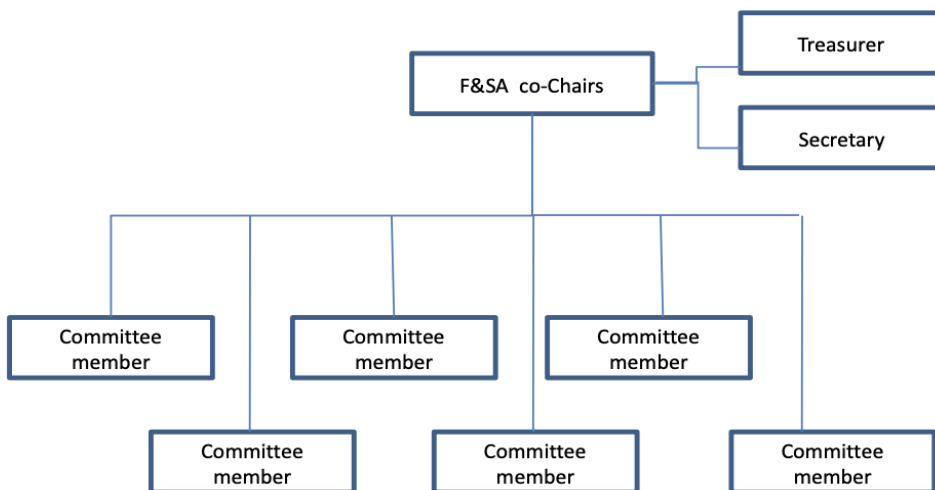
Dear Parents,

We wish to inform you about our upcoming Annual General Meeting (AGM), which will take place on October 6th, **from 9 to 10am in the Kids' club.**

On this occasion, we will elect our new committee, which is organised to offer more opportunities for parents to volunteer on a one-off basis, and to ensure a continuity of knowledge and skills as to how to run the association from one year to another.

At our AGM, we hope to see many parents coming forward to manifest their support and volunteer for one event or another.

The organisation of the committee this year will remain as follows:



A summary of the main roles' description is attached at the end of this document.

Should you wish to also be a candidate for any of these roles please do come forward, and talk to the candidate co-chairs.

WE NEED volunteers to fill in the committee members roles! Please DO come forward now or at the AGM.

Volunteering not only provides a tremendous support to the children of the school, its community, and the charities we sponsor. It is also the BEST way to get to know your children's school!

FS&A email contact: fsawilliamtyndale@gmail.com

Role: CHAIR

Key responsibilities:

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association
- set the agenda for meetings, liaising with the Secretary
- ensure the agenda is followed and that all business is covered
- call the meeting to order when it is time
- welcome and involve new members
- ask for apologies for absence
- sign the approved minutes of the last meeting
- agree a date for the next meeting
- close the meeting
- write the annual report, liaising with the Secretary
- sign cheques for the PTA with one other elected committee member
- get to know committee members

Key interdependencies:

- School
- Officers (Secretary and Treasurer)
- Leads for sub-committees

Timeline:



Constant communication with key interdependencies. 1 committee per term.
Ad-hoc interventions in sub committees.

Role: TREASURER

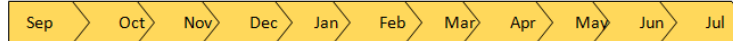
Key responsibilities:

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments
- consults with the bank or building society regarding the availability of higher rate interest accounts
- count and bank monies
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- charity registration and Gift Aid
- pay agreed expenses
- prepare annual accounts and liaise with the independent examiner of accounts

Key interdependencies:

- Chair and Treasurer
- Leads for sub-committees
- Financial services provider

Timeline:



Constant communication with key interdependencies. 1 committee per term.
Ad-hoc interventions in sub committees.

Role: SECRETARY

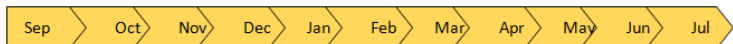
Key responsibilities:

- deal with correspondence
- prepare agendas
- call meetings - giving plenty of notice
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in the constitution)
- write up the minutes of meetings
- distribute minutes to all the committee
- make meeting & event arrangements
- co-sign cheques as required
- write the annual report with the Chair

Key interdependencies:

- Chair and Treasurer
- Leads for sub-committees

Timeline:



Constant communication with key interdependencies. 1 committee per term.
Ad-hoc interventions in sub committees.

William Tyndale Primary School's Family & Staff Association

Annual General Meeting (AGM), 6th October 2022 - 9am

Agenda

- Intro by Assistant Headteacher @WT Primary school
- Approve FSA academic year 21/22 Accounts
- Report on the Association's activities during previous academic year 21/22
- Vote new committee members & fill lead roles
- FSA projects 2022 - Identify lead and action points for each project:

FSA Committee vacancies and lead roles:

WE currently have 3 vacancies in FSA Committee

Communication and Marketing Lead:

- Run the termly newsletter
- Planning and creating marketing and communications for the Association.
- This includes both internal and external communications, including emails, advertisements, manuals, letters, website content, and other forms of communication.

Candy Floss/ Popcorn machine manager:

- Management of the candy floss/popcorn machine rentals
- Ensuring that there are no double bookings
- Ensuring that the machines are collected and returned on time and in good condition.

Christmas Cards organiser:

- Take over the Christmas card orders in 2023/24
- To shadow the person currently responsible for this this year to see how the process works

Tyndale Treats manager:

- To organise the scheduling of Tyndale Treats
- Send reminders to classes
- Answer any questions that classes may have.

Local Business Ambassador

- Build and maintain good relationships with local businesses
- Help reach out and connect with the local community.

Proposed new events and possible dates:

Winter Food Store: FSA to have a few small bags of emergency food packages available for families that might need it throughout the winter. Refill the bags as needed. Can start in October/November. Logistics to be discussed with school.

Number of volunteers: 2 volunteers

Tasks : order food, prepare bags, monitor and replace bags when/if needed

Cards for care homes: children to design Christmas cards and drop them off at school. Cards will be sent to a local care home.

Number of volunteers: 1 volunteer

Tasks : advertise activity, set up a card collection box in school, bring cards to local care home

Photography competition: To run between January and Easter 2023. All students at the school will be welcome to participate for free.

Number of volunteers: 1 to manage, it should be fairly easy to organise.

Task(s): prepare poster&message for families (FSA can help with that). Arrange prizes, it could be done in collaboration with local business ambassador.

Harvest festival - run a food bank drive - we could ask the older children to help.
Timeline: Autumn (October)

Number of volunteers: 2

Task(s): organise a food collection at school (liaise with school office, send out message to families, prepare posters etc.), contact local food bank, organise a food drive to a local food bank.

Halloween pumpkin patch & Halloween Trail: Run Halloween pumpkin sale on October 19th and trail on October 29th. Both events are in partnership with DA estate agents.

Number of volunteers: 2 & FSA

Task(s): FSA to order pumpkins to be delivered to school. 2 volunteers on 19th October to sell pumpkins. DA will help as well.

My Dream Eco House competition: DA will invite all the school kids to design and draw their dream eco home. The winner's work can be showcased in the DA office.
TBD

Code Breaking treasure hunt/easter hunt: codes are placed in the windows of family's homes and a treasure map is provided to those that would like to take part. Answers are sent to the F&SA email and a lucky dip prize draw takes place for the winning person/team. Spring term. In partnership with DA.

Screen on the Little Green (summer screenings on the pitch, potential sponsorship from independent cinemas - we could approach and ask for tickets and run a lucky dip style prize giving at each screening)

Timeline: Summer term

Number of volunteers: 2-3

Task(s): contact independent cinemas, liaise with the school to book pitch, organise snacks and drinks for the day, choose a movie.

Future consideration and feedback gathering:

Culture day - set up tables in the hall and ask parents/carers to share information/facts/images/stories/food from different cultures and countries. This would provide an excellent opportunity to learn more about our school community.

- possibly for the next year
- see if this is something parents would be interested in doing
- alternative and easier to implement: invite parents with second languages to read to kids on fridays.

Eco Club once a month or quarterly we could run an eco club, tidying the school grounds, help with any gardening that needs doing/look at campaigns locally and beyond the parents and children might want to get involved in.

- there's scope for future collaboration/ integration with school-led eco club for kids.

Recurring events

- Run kids run: 25th June 2023
- Summer Fair: 20th May 2023
- Quiz night: TBC

Proposed calendar

Wednesday	19th October 2022	Halloween pumpkins sale
Saturday	29th October 2022	Halloween Trail with DA
	February 2023	House competition
	March 2023	Photography competition
	Easter break 2023	Easter treasure hunt
Saturday	20th May 2023	Summer fair
Thursday	8th June 2023	Screen on the green
Sunday	25th June 2023	Run Kids Run
Thursday	6th July 2023	Screen on the green

FSA Summary accounts

Financial period start date	Financial period end date	Income and spending	Spending	Total
01/09/2021	31/08/2022	£ 24,780	£ 17,308	£ 7,472

Tyndale Treats balance at September 2022

Cake Stall 2022/23				
£	Brought forward from previous year	Extra (FSA contribution)	Extra (Left from Y6 previous year)	Total initial Balance
Nursery	0	100	25	125
Reception	135	200	25	360
Y1	235	200	25	461
Y2	214	200	25	439
Y3	913	200	25	1139
Y4	158	200	25	384
Y5	48	200	25	273
Y6	261	200	25	487
total	1964	1500	204	3668



Autumn Term

Year 6	Kowhai	23 September 2022
Year 5	Theobroma	30 September 2022
Year 4	Marula	7 October 2022
Year 3	Magnolia	14 October 2022
Year 2	Tea Tree	4 November 2022
Year 1	Mimosa	11 November 2022
Reception	Chestnut	18 November 2022
Nursery	Blossom	25 November 2022
Year 6	Sequoia	2 December 2022
Year 5	Cashapona	9 December 2022
Year 4	Acacia	13 January 2023

Spring Term

Year 3	Sycamore	20 January 2023
Year 2	Spindle	27 January 2023
Year 1	Willow	3 February 2023
Reception	Juniper	10 February 2023
Year 6	Kowhai	24 February 2023
Year 5	Theobroma	3 March 2023
Year 4	Marula	10 March 2023
Year 3	Magnolia	17 March 2023
Year 2	Tea Tree	24 March 2023

Summer Term

Year 1	Mimosa	28 April 2023
Reception	Chestnut	5 May 2023
Nursery	Blossom	12 May 2023
Year 6	Sequoia	26 May 2023
Year 5	Cashapona	9 June 2023
Year 4	Acacia	16 June 2023
Year 3	Sycamore	23 June 2023
Year 2	Spindle	30 June 2023
Year 1	Willow	7 July 2023
Reception	Juniper	14 July 2023

**Fridays at
3:15pm**

**Everything
sold at 50p**

Payment: We only accept card payments. No cash. Minimum spend £1.

Allergies: We are a nut free school, please make sure all food is 100% nut free and completely safe for those with any nut allergies.

Donations: If you would prefer to make a donation, rather than purchase treats, you can do so via a bank transfer to:

*William Tyndale Cake
Acc - 2451 7518
Sort code - 50 30 09*

Please include the name of your child's class in the reference.

