



Dear Parents, Carers, and Staff,

We are currently in the process of re-starting the PTA here at Winhills Primary Academy.

Friends of Winhills is a group made up of parents, carers and staff who hold social events to raise money for the school. The group can also help by contributing to projects to make our school a better place to learn, thrive, and explore new skills or opportunities.

The fundraising will enable the school to provide outdoor play equipment, educational visits to the school, contributions towards school trips and help fund other projects.

We will be holding an AGM meeting on **Thurs 19th May at 2pm** to appoint people for the following roles:

- **Chair:** leads the meetings, coordinates with different members of the committee and team, makes agendas based on everyone's needs, and is the go to person for the school.
- **2 Treasurers:** to deal with the money - counting, logging, banking; work with the signatories and the office
- **Secretary:** works with the chair to come up with an agenda, takes the minutes of meetings, types up minutes and agendas, and sends to the chair and headteacher for approval before sharing with the rest of the committee.
- **Committee:** any parent, carer, or staff that wants to contribute in any way, whether it be time, skills or ideas, extra hands, in any capacity. You can be on the committee without being appointed or responsible for a specific role.

If you would like to put yourself forward for any of these roles or you're just interested in helping out, please fill in the slip on the next page and return to the school office by:

Tuesday 10th May.

Yours sincerely,

Mr John Turner
Head of School

On behalf of Winhills Primary Academy (part of TDLPT)

Circle or tick one or more

*I am interested in being part of the committee or helping out

*I am interested in helping out, but cannot make meetings

*I am interested in putting myself forward for the role of Chair

*I am interested in putting myself forward for the role of a Treasurer

*I am interested in putting myself forward for the role of Secretary

Name.....

Parent/Carer of.....