



Inspiring minds through opportunity

Headteacher: Gillian Kemp

Enquiries: admin@cyriljackson.towerhamlets.sch.uk
www.cyriljackson.towerhamlets.sch.uk

PARENT TEACHERS' ASSOCIATION COMMITTEE

10 September 2018

Dear Parent/Carer,

Thank you to all the parents who attended our first Parent Teachers' Association (PTA) meeting on Friday 6th July 2018. It is a very exciting time at Cyril Jackson - we will be launching the official CJ PTA in September!

The role of a PTA is integral to fostering an open relationship between parents and staff and enriches the education and school experiences of our children. The PTA will have the opportunity to organise parent led fundraisers and gives parents the opportunity to share their extensive skillset with the CJ family.

Being a parent at Cyril Jackson automatically makes you a member of the PTA! Our association is open to all parents or guardians of children attending the school, including nursery and staff.

I am looking for volunteers for several of the core committee roles, please see below – it would be amazing if these roles were covered by parents of children across all year groups to ensure an accurate representation of all our parents. PTA committee members will be elected annually, by secret ballot.

The PTA Committee will consist of the following:

- Chair
- Secretary
- Treasurer
- Committee members x8 (one for each year group)
- There will also be a minute taker at all PTA meetings.

If you would like to nominate yourself or anyone else, please return the below **permission slip by Friday 28 September**. The ballot will be drawn in October.

Yours faithfully,

Hodo Dirir
Head of School

North Building

51 Three Colt Street, Limehouse, London, E14 8HH
Tel: 020 7987 3737 Fax: 020 7517 9345

South Building

Limehouse Causeway, Limehouse, London, E14 8AQ
Tel: 020 7987 3737 Fax: 020 7538 9108





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Chair: The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda. The Chair should ensure that issues are properly debated and an agreement is reached. The Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

Secretary: The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. The Secretary deals with all the correspondence that the PTA receives following a committee meeting and will need to make bookings and other arrangements for events and meetings.

Treasurer: A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly and maintain up-to-date records of all PTA financial transactions

Committee members: Attend all PTA meetings, get involved in planning, running and promoting events and communicating work of the PTA.

PARENT TEACHERS ASSOCIATION VACANCIES

Name of Nominee

Child/children's name

Class.....

Role:

Chair Secretary Treasurer Minute Taker

Committee Member Representing year.....

Why would you be good for this role?

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Signed

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