

The PTFA is a registered charity; we have a number of roles / procedures we must follow to comply with the charity status;

Which includes annually signing in key roles -

* We must have a nominated Chairperson who must be the main signatory for meeting minutes etc
* We must have a treasurer who provides a statement of accounts on an annual basis to show all funds raised and expenses occurred
* We also have a secretary who supports the administration side of meeting minutes etc, and a vice chairperson who will run meetings in the Chair’s absence.

We currently have a regular calendar of events which we run for the school, but we are always looking for new and improved ways of raising funds for the school. For each event we have a job list and the preferred number of helpers required to make this successful.

We aim to ensure that all volunteers also get to enjoy the events so will rotate helpers in 30min slots where possible.

The PTFA are a small group of parent volunteers who organise the event schedule below and are supported by a broader group of parents who volunteer to support the events. Mrs Barker is our primary teacher contact, and Mrs Eyers supports the communications out to the parents.

We look for parents to support both the running of the PTFA and the events through volunteering to help out at the events by volunteering their time, baking cakes, buying raffle tickets and donating prizes.

We have a Facebook page: Kinoulton School Friends and Fundraisers. We use a WhatsApp account for informal communications.

**What are we looking for….?**

If you would like to join the committee and meet every month then that’s great as it takes some organisation to keep the normal events list running. It’s also a great way to meet other parents and stay connected at the school even if you’re not at drop off / pick up every day.

What we are also looking for the next academic year is groups of people who can help plan a **single event** that’s linked to your interests, or something you’re good at! **So not an annual commitment just a single event**…. So easier to manage – you will have to come to a few meetings so we can understand the event!

We have lots of new ideas such as a KPS fun run (family, 5K & 10K), a music night where we can showcase the musical talents of our parents & community, a foody night for those who love to cook and share with others **but we need some help to make the ideas become events** and that is where you (hopefully) come in, along with other ideas!

We need everyone to support by coming along, baking cakes, buying raffle tickets etc

**Direct Message us @Kpsptfa or email us** [**kpsptfa@gmail.com**](mailto:kpsptfa@gmail.com) **if you would like to join us or have any ideas about events that could help us raise funds for the school**.

Join us at 8pm on every 2nd Wednesday in the Nevile Arms, Kinoulton.

Meeting timetable for the year to coincide with event planning – 2nd Wednesday in each month

|  |  |  |
| --- | --- | --- |
| Dates | Planning | Finalising |
| September 11th | AGM & Ideation October event | Year-end comms to school |
| October 9th | Christmas trees  Christmas presents from Santa | Halloween |
| November 13th | School requests for funding  Nativity Refreshments | Christmas trees |
| December 11th | Music Night  DRINKS | Nativity Refreshments |
| January 8th |  | \*Book date fashion show |
| February 12th | Easter | Quiz |
| March 11th | Bags for schools | Easter |
| April 8th | Fashion show | Bags for School |
| May 13th | Music refreshments | Fashion show |
| June 10th | Sports day  Leavers refreshments | Music refreshments |
| July 8th |  | Sports day  Leavers refreshments |