

Gosbecks Primary school PTA
REGISTERED CHARITY NUMBER: 101 4857

Chairwoman: Lorraine Moore.
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9th January 2018

Dear Parents/Guardians,

We would like to wish you a very

Happy New Year!

Thank you so much for your continued support and for all that you have helped us achieve as the PTA to raise money for your school- we cannot do what we do without you!

- Since September 2017 you have already helped us raise over £5000! We have been able to fund the 'accelerated reader' which is a new exciting programme for our school library. We have also paid for another year of Mathletics, which supports your child's math learning inside and outside of school.
- Alongside these projects, and with your help, we have paid for the school pantomime and been accepted for Aviva community projects that will fund new library books and contribute to our upcoming and updated foundation stage area!
- We have also agreed to fund new blinds for KS1 classrooms and reading books reward incentives.

Some exciting opportunities have arisen for a position on our PTA committee as:

Treasurer.

Although all PTA committee members are responsible for the management of funds, the Treasurer has the important role in helping everyone to carry out these duties properly.

The main roles of a Treasurer

- To keep accurate financial records.
- To present a financial report at each Parent Council/PTA meeting.
- Liaising with the bank and holding the cheque book.
- Ensuring the proper counting and banking of money and making approved payments.
- Paying agreed expenses.
- Providing and accounting for cash floats at events.
- Preparing the annual accounts and arranging for someone to check these before the AGM.

This is an extremely rewarding role and is vital to our committee.

We would like to thank Jenna Hopkins so much for her valuable contribution to the PTA as a previous trustee and PTA treasurer. In this role Jenna has put in place so much to benefit our school funding, which we would not have without her dedication, knowledge and hard work.

SOCIAL MEDIA CO-ORDINATOR

We are sure you will agree that advertising is very important to an event being a success. Social media is a great platform for us to be able to get information updated and available to a network of people.

The main roles of a social media co-ordinator

- To keep our Facebook, twitter and social accounts updated with current information and events
- To respond to online enquiries
- Create engaging text, image and video content
- Suggest new ways to attract prospective members and advertise.

We look forward to your consideration and welcome your applications, which can be made through the office or by approaching myself.

Many thanks,

Lorraine Moore

PTA Chair