



Head Teacher: Lucy Rodgers

Deputy Head: Wendy Wayland

3rd December 2018

Dear Parent/Carers,

Colindale Primary School Parent Staff Association (PSA): PSA Committee Elections

The PSA will apply to become a registered charity in the new year. In order to register as a charity, we will need a PSA Committee. Therefore, we will hold an Annual General Meeting (AGM) on Tuesday 15th January 2019 where a new PSA Committee will be elected.

The PSA has the following vacancies:

PSA Officers:

Chair – Post currently held by Michelle Grossi (Y3 parent) – **Charity Trustee: Leadership role** - Leads PSA meetings. Liaises with the Senior Leadership Team regarding the school's needs. Oversees the project/event leaders and fundraising efforts.

Vice Chair – **Charity Trustee: Supporting leadership role** - deputises for the Chair as required and shares responsibilities with the Chair as above.

Treasurer – **Charity Trustee: Finance role** -Administering bank accounts, expenditure and finances for events, produces financial reports and annual accounts

Secretary – **Charity Trustee: Administration role** - Linking all correspondence between the school and the PSA. Manages administration, agendas, minutes, fund raising requests and thank you letters etc. Helping the chair with the AGM and the annual report.

In addition to these Officers, there must be at least four elected Ordinary Committee Members who are eligible to vote on PSA issues.

Ordinary Committee Members – May be Charity Trustees: Attend PSA meetings, assist with fundraising events and represent views and requests from other parents.

Class Reps - Work as an extension of the PSA Committee, helping promote events and act as a communication link for other class parents.



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As a school with 722 children, we would hope to have a number of parents from all year groups join the PSA committee. We rely heavily on the support of parents and staff for our continued success.

If you are interested in becoming a PSA Officer, an Ordinary Committee Member or Class Rep, you can find further information in the 'Roles and Responsibilities of the PSA' document in the 'News' section of the website. You will also find a FAQs document about becoming a charity trustee.

Once you have made the decision to join the PSA, please complete a nomination form (available from the School Office), find two other parents or staff to propose and second your application and return to the School Office by Thursday 17th December 2018. Alternatively, you can bring the Nomination form to the AGM meeting.

We look forward to seeing you at the AGM on Tuesday 15th January 2019.

Yours faithfully

Colindale Primary School PSA



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