



19th May 2023

Dear Parents, Carers & Staff,

I am pleased to be writing to all parents and staff in our School community to invite you to attend the Annual General Meeting (AGM) for the Friends of Buckingham School (FOBS) Group at 7:00pm on Tuesday 27th June 2023.

What is FOBS for?

The aims of the Friends of Buckingham School Group are to:

- Increase family engagement with the School
- Raise funds for items and/or projects to enrich our students' experience of School life
- Organise and run events to promote both of the above aims

Who can get involved?

As with all 'Parent-Teacher Associations' (PTAs), all staff and parents are automatically part of the group and are encouraged to get involved with the activities that are being run, as are the students. At the core of the PTA though, is the 'Committee'. The Committee will consist of a Chair, a Secretary and a Treasurer.

In addition to these key roles, there needs to be Ordinary Committee Members. These positions will need to be elected at the AGM and I am therefore asking you to consider whether you would like to put yourself forward as a candidate for one or all of the roles. A vote will then take place on the evening. There have been some changes to the present Committee and therefore, all roles are available to be re-assigned.

In order to help you decide whether taking a key role on the Committee is something you are interested in, I have included some further information about each of the positions below, with estimated time commitments, outside of committee meetings:

- Chair: The Chair provides leadership for the Committee, sets the agenda for meetings and manages meetings in line with the agenda (1 hour per week)
- Secretary: The Secretary is responsible for ensuring effective communication links between Committee members and between the PTA and the School (1 hour per week)
- Treasurer: The Treasurer is responsible for maintaining up-to-date records of all PTA financial transactions (1 hour per month)

Further details can also be found here:

<https://www.pta.co.uk/running-a-pta/managing-a-pta/pta-committee-roles-and-responsibilities/>

When and why is FOBS meeting?

The AGM agenda will be as follows:

- Welcome and introduction
- Electing the Committee
- Adopting a constitution
- Proposals for projects put forward by Leaders and Student Voice
- AOB

Meeting time: Tuesday 27th June 2023, 7:00pm-8:30pm.

Meeting location: Jubilee Hall, The Buckingham School.

If you would like to attend and/or are interested in a role on the Committee, please complete the questions on this link: <https://forms.gle/zjqBe6ByaTD83BxZ6>

We understand that some families may like to get involved but are unable to attend evening meetings – if this is the case, please complete the link above and indicate a time preference in the relevant section or simply let us know that you'd be keen to support with events without committing to regular meetings.

Should there be a group of people keen to be involved, but who cannot attend evening meetings, FOBS will look to host additional meetings during the day.

I look forward to meeting you and growing our community even further.

Yours faithfully,

Miss R Branson

Assistant Headteacher & Director of Sixth Form

rbranson@buckinghamschool.org