



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Mr A McGinnes

11 February 2022

Dear Parents, Carers and Colleagues

I am pleased to be writing to all parents/carers in the community as well as my colleagues here at The Buckingham School, to invite you to attend the first Annual General Meeting (AGM) for the Friends of Buckingham School (FOBS) group at 7pm on Thursday 24th March 2022.

What is FOBS for?

The aims of the Friends of Buckingham School group will be 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 will need to be Ordinary Committee Members. These positions will need to be elected at the first 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.

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/>

The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to finance@buckinghamsschool.org, if you wish to seek assistance, or obtain more information about Pupil Premium funding.



When and why is FOBS meeting?

The first AGM agenda will be as follows:

1. Welcome and introduction
2. Electing the committee
3. Adopting a constitution
4. Proposals for projects put forward by Leaders and Student Voice
5. AOB

Meeting time: Thursday 24/03/22 – 7-9pm.

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/aQYjM393hXdt1xK97>

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.

For the rest of this academic year, whilst FOBS is establishing itself, meetings will take place on the last term-time Thursday of each month, the dates of which are:

Thursday, 24th March 2022 – 7-9pm

Thursday, 28th April 2022 – 7-9pm

Thursday, 26th May 2022 – 7-9pm

Thursday, 30th June 2022 – 7-9pm

Thursday, 14th July 2022 – 7-9pm

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

Yours faithfully

Miss R Branson

Assistant Headteacher

rbranson@buckinghamschool.org

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