



Dear Parents & Carers

You will all be aware of our school PTA "Friends of Sun Hill Juniors or FOSHJ", who over the years have run events and fund raising exercises to enable the school to purchase items we would ordinarily be unable to buy such as our new stage lights, sound system, chrome books, timber trail on the field and the refurbishment of our school library. They have also provided the children with additional experiences and activities such as Elf Day and Wellbeing Day above what is affordable by the school due the continued restrictions on budgets and income.

Our current Chairs and Secretary who sit on the PTA committee will step-down at the end of this academic year and at present we are not aware of any parent in a position to take on the roles required at this time. These roles necessitate a proportionate commitment of time across the school year and I have listed below the role requirements.

PTA chair

Main purpose of the role

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

PTA secretary

Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

If we cannot recruit to these positions then FOSHJ as a PTA run committee will cease and Sun Hill Junior School will take on the process of fundraising, planning and the implementation of all events. Should this happen we will still love to have a FOHSJS parent group who we can call upon to help with events, sales, ideas and support.

Our aim would be for parents to sign-up as volunteers with the school and they would be added to mailing list and be contacted when help and support is needed. There will be a direct fundraising contact in school and all volunteers will be updated as to the events and plans each year and we would continue to welcome any fundraising suggestions and ideas.

If you feel you would like to take on the role of Chair or Secretary of the school PTA please contact me via adminoffice@sunhill-jun.hants.sch.uk and I will contact you to discuss the roles and what would be expected going forward.

Yours faithfully



Mrs Sue Griffiths
Head Teacher