

Friends of Cirencester Primary School and nursery (FOTS)

Please come along to our Annual General Meeting (AGM) on Wednesday 23rd September at 9am in school. It would be wonderful to welcome some new members - attending this meeting does not commit you to anything! Any questions please email our current Chair, Clare Hawke, on fots@cirencester-pri.gloucs.sch.uk

With school budgets continuing to tighten, funds raised through FOTS are increasingly important to ensure we can continue to provide our pupils with the extra-curricular events and opportunities listed below. Please come and get involved!

What does it involve?

You can be as involved as you like:

- 1) **Hold a key role** such as Chair, Secretary or Treasurer (see next page for what these involve)
- 2) **Be part of the committee** and attend FOTS meetings/help at events if you can - this means you get to vote on spending requests from the school
- 3) **Be a helper** – offer to help at events but do not want to be part of the committee/attend meetings

What is/has the money raised by FOTS used for?

- Enrichment days and visitors
- More school trips or financial support towards trips
- Donations towards Y6 and Nursery leavers' presents and celebrations
- Forest School seating area
- Playtime equipment including picnic benches
- Trim trail
- Sensory Garden
- Allotment (current project)

What events could you and your children enjoy?

- Crazy hair day
- Sponsored Easter Bunny Bounce
- Sponsored fun run
- Christmas fayre, raffle and Santa grotto
- Competitions
- Quiz nights
- Cake sales
- Discos



Make positive changes in your child's school

Research shows children perform better when parents are involved!

Why should you join?

Raise money for our children's resources and learning

Build a sense of community! Get to know other parents and staff.

FOTS CHAIR

- Make a commitment to be at most, if not all FOTS meetings.
- Welcome new members, make them feel included, introduce others to them.
- Welcome and listen to contributions from everyone.
- Ensure meetings are kept on track and the agenda is followed as best as possible.
- Have the deciding vote in the event of a tie on items that require an official quorum.
- Present a report at the AGM, highlighting successes, thanking those who have been involved and indicate what is planned for the next year.
- Oversee the requirements for DBS checks and annual declarations (school can support with this).
- Ensure all events have coordinators/sub-teams to ensure smooth running.
- Communicate all necessary information to all FOTS members and respond to questions.
- Communicate all necessary information with the school management team as required and meet to discuss events.
- Hold, understand and follow the FOTS constitution; help other members understand it.
- Have overall responsibility.

FOTS SECRETARY

- Make a commitment to be at most, if not all FOTS meetings.
- Compile an agenda for each meeting and check with the Chair beforehand.
- Ensure all Committee meetings are accurately minuted and a record of attendance is kept.
- Communicate potential dates of events with the school.
- Oversee the preparation and sending of fundraising letters of request, such as requests for raffle prizes.
- Oversee the sending out of thank you letters for raffle prize donors and for anyone it might be deemed fit should receive some form of appreciation.

FOTS TREASURER

- Make a commitment to be at most, if not all FOTS meetings.
- Manage and control the funds, maintaining a record of all accounts.
- Operate the bank account and ensure details with them are kept up to date, including signatories.
- Continually report to the committee and Chair, at every FOTS meeting, the current funds.
- Present a report at the AGM.
- Oversee the money raised at events, making approved payments.
- Oversee all events have correct floats.
- Produce annual accounts and ensure annual accounts are independently audited where required.