



**Colvestone Family and Staff Association
Registered Charity No. 1097902**

October 2021

Dear Parents and Carers,

Bingo Night and Annual General Meeting (AGM)

The Colvestone FSA will hold its AGM on Thursday 11 November from 6:30 – 8:30 in the School Hall and everyone is invited! We'll even have a creche (staffed by Colvestone staff members) so you can bring the children (Colvestone pupils only).

There will be some FSA announcements, but we're going to leave plenty of time to enjoy a few games of bingo, and there will be food from local restaurants and a bar.

Tickets for the event will be on sale in the playground nearer the time and via Claslist.

PLEASE NOTE - It's vital to book the creche in advance if you need it so we can make sure there is adequate staff - please book the creche when you buy a ticket.

The FSA plays a vital part in the school community and all parents, as members of the FSA, are invited to support the AGM. This is your chance to hear how the funds you have helped to raise have been used for the benefit of the children at our school.

IF YOU'D LIKE TO GET INVOLVED WITH THE FSA PLEASE COME ALONG ON THE NIGHT OR SPEAK TO ONE OF THE COMMITTEE MEMBERS (SEE BELOW)

We are always looking for new volunteers to join the FSA committee to help organise events and raise funds for the school. This year we're also looking for a Co-Chair to help alongside Helen Davies, and a new Secretary - for more details see below.

We look forward to seeing you on 11th November.

Yours sincerely,

Colvestone FSA

Chair	Helen Davies (Y2 & Y5 parent)
Treasurer:	Hannah Boyde (Reception parent)
Secretary:	Vicky Kell (Y4 parent)
Committee Members:	Hazel Capper (Y3 parent), Karla Fitzpatrick (Y4 parent), Laila Torsun (Y5 parent), Vikki Wallace (teacher), Dorothea Kanellopoulou (Reception parent)

Colvestone Family and Staff Association – Committee FAQs

Can anyone be on the committee?

Yes, any parent, carer or staff member at the school can be a member of the FSA and stand to be elected to the Committee. Please note that as our FSA is a registered charity, at least the three main officers also need to become Trustees of the Charity.

Are the current committee members continuing?

There are elections for all the roles every year so existing members that want to continue must stand for election along with anyone else who is interested.

What are the committee roles?

The committee has three key officers and ordinary committee members:

Chair – provides leadership for the committee and coordinates the activities. They manage meetings to follow an agenda and meet regularly with the Head Teacher. Ideally they are a regular presence in the playground so the FSA has a figurehead. This role can be shared.

Secretary – responsible for communication with parents and that minutes are kept of meetings.

Treasurer – responsible for the bank account, preparing accounts and forms for the Charity Commission.

Ordinary Committee Member – support the officers and may take on specific other jobs as needed.

Can I help the FSA in other ways?

Yes! We are always looking for volunteers to help with any events that are organised by us or the school.