



Abberley Primary School Friends Association

Purpose of the Friends:

To support the education of the pupils in school by developing effective relationships between staff, parents and the committee.

Engage in activities and to provide facilities and equipment to support the school and help to enhance pupils education.

The committee roles:

- Chair
- Deputy Chair
- Secretary
- Treasurer

If you would like to volunteer to take on a role please email Karis Howard at

abberleyfriendsassociation@gmail.com

The committee roles will be elected upon at the AGM
The elected members will manage the committee on behalf of its members. Each role requires a minimum of one year involvement.

AGM Thursday 22nd September 3.30pm

Abberley Parochial V C Primary School

Abberley



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Members

As a friends association all parents, carers and guardians of pupils at the school, plus employed school staff are classed as members of the association. All members are welcome to attend meetings, to receive a copy of minutes and to vote in the committee members at the AGM.

Chair

- Co-ordinate dates for meetings and events in conjunction with school
- Chair meetings and the AGM in an efficient manner ensuring fairness and the ability to listen to all contributions
- Welcome and encourage new members
- Lead the committee, ensuring the association is run in line with the constitution and wishes of the school
- Delegate tasks to members, checking they are carried out effectively
- Write an annual report for the AGM

Time involved: Attendance at all meetings, time to co-ordinate tasks and events, time to communicate with school.

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Deputy Chair

- Deputise for the chair when necessary
- Support the chair in all their responsibilities

Time involved: Attendance at all meetings and events, time to support the chair in all tasks, communication and preparation.

Treasurer

- Maintain accounts on behalf of the committee
- Co-ordinate annual audit of accounts (if required)
- Prepare floats for events
- Banking of funds
- Coordinate payments
- Signatory to account

Time involved: Attendance at all meetings and events, time to bank and record accounts.

Secretary

- Assist chair to plan meeting agenda
- Take minutes at all meetings
- Communicate minutes to all members
- Maintain effective records
- Coordinate publications produced on behalf of the committee

Time involved: Attendance at all meetings, record keeping