



**ST JOSEPH'S PREPARATORY SCHOOL**  
Part of the Edmund Rice Family

2<sup>nd</sup> February 2017

PTA Chair

Dear Parents,

Following our recent PTA AGM Mrs Bonfiglio Bains has indicated that she would like to step down from the role of PTA Chairperson due to increased work commitments.

Mrs Bonfiglio Bains took on the PTA Chair role in September 2014.

Together with a team of helpers she has worked very hard to raise funds for the school; we are extremely grateful, as we have been able to purchase additional PE/Games equipment. Early Years play equipment and ICT equipment including iPads. We are currently working with Staffordshire Wildlife to develop a Nature area using funds raised by the PTA.

We are now seeking a replacement Chairperson for the PTA and would welcome enquiries from any member of the parent body who feels that they could undertake this valuable role.

**The role involves:**

- Chairing termly meetings of the PTA, which includes an annual AGM. These meetings usually last for approximately 90 minutes
- Organising fund raising events which in the past have included a Christmas Fayre, Spring Ball and Summer Fayre as the main fund raisers
- Working with a team of volunteers to organise discos, film nights and other events for the children at the school
- Liaising with myself and having meetings at the beginning and end of the school year.
- Organising volunteers to seek sponsorship for events
- Organising school raffles
- Organising refreshments for the annual Pre Prep and Prep sports days

This is not an exhaustive list and I am sure that if you were interested in supporting the school in this way that Mrs Bonfiglio Bains would be happy to talk to you in more details and explain how she has managed the role.

I take this opportunity to thanks Mrs Bonfiglio Bains for her invaluable support.

I do hope that someone feels that they are able to 'Take up the baton'.

Many thanks

Yours sincerely

*S. D. Hutchinson .*

**Mrs S D Hutchinson BEd**  
**Headteacher**