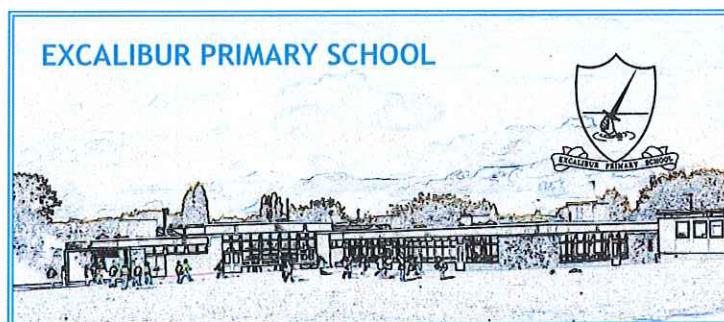


Ivy Lane, Alsager,
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Headteacher: Lise Houldsworth



Monday 13th February 2017



Friends of Excalibur



Dear Parents/Carers,

AGM Wednesday 8th March 2017, 7pm at Excalibur Primary School

Last Friday, as you know, we held a meeting to discuss the future of Friends of Excalibur. The meeting was very well attended – we had 21 attendees in total; which is brilliant support! Lots of positive ideas, enthusiasm and energy were brought!

Following discussion at the meeting, we will be calling an Annual General Meeting (AGM) to establish a core committee. The main roles are outlined below – any parent/carer can put themselves forward for a position; if you cannot attend the AGM you may email your details with the position you wish to volunteer for to admin@excalibur.cheshire.sch.uk. If we have several nominations for positions, attendees at the AGM will vote.

We would like to stress that all parents/carers are welcome to any meetings or to take part in any events, whether they are part of the committee or not. Friends of Excalibur is an inclusive organisation and welcomes all ideas and input.

The main roles identified are:

Role	What is needed?	
Friends of Excalibur co-ordinator	Main point of contact. Chairs meetings and prepares agendas. Keeps communication open. Ensures logistics planned and organised. Canvas support. Delegates to volunteers.	
Secretary	Minutes meetings, sends to co-ordinator and school within 5 working days of meeting.	
Treasurer	Maintains accurate accounts of income and expenditure. Produces reports for meetings. Advises on cost effectiveness.	
Publicity x 2 volunteers	Produce FOE newsletter, posters, and notices for events. Maintains FOE noticeboard on the playground. Liaises with school to update school FOE webpage. Monitors facebook page ensuring school social media policy adhered to.	

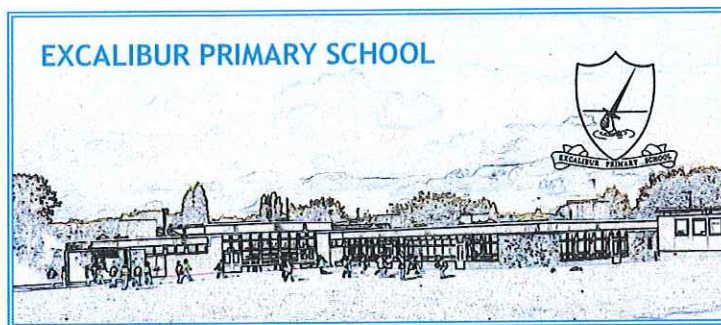


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Year Group co-ordinator – Reception	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Year Group co-ordinator – Year 1	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Year Group co-ordinator – Year 2	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Year Group co-ordinator – Year 3	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Year Group co-ordinator – Year 4	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Year Group co-ordinator – Year 5	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Year Group co-ordinator – Year 6	Communicate with year group parents informally to canvas support and gather ideas. Promote FOE events. Work with other volunteers on some events.	
Working party volunteers: To volunteer from time to time to work on particular events with a smaller group to prepare, organise and run the event.		

The minutes of the meeting will be distributed with this letter for your information.

We look forward to seeing you at the AGM. Any questions, don't hesitate to ask.

Thank you for your continued support.

Yours sincerely,

Lise Houldsworth
Head Teacher



admin@excalibur.cheshire.sch.uk
head@excalibur.cheshire.sch.uk