

Wednesday 4<sup>th</sup> January 2012

## Oasis Academy Hadley Parents and Friends Association

Dear Parents/Carers,

I am writing to invite you to the first meeting of our Parents and Friends Association which will be held on  
**Thursday 12<sup>th</sup> January at 6.30pm**

The meeting will be held in the Academy Learning Resources Centre. Refreshments will be served from 6.15pm.

### Why get involved?

This is an opportunity as parents/carers and friends to come together to fundraise for the benefit of the students at Oasis Academy Hadley. As well as fund raising the Parent and Friends Association will provide you as parents and carers a way to become more actively involved in the Academy and to meet other parents, carers and friends of the Academy. We hope it strengthen partnerships and develop strong links between home and the Academy.

The agenda for this first meeting is to formally launch the Association and elect the officers who will run the Association. The following officers will need to be appointed:

### Chair

The Chair is ultimately responsible for seeing that the Association runs efficiently. She/he ensures that all the necessary organisational decisions are taken for any activities run by the Association. He/she is responsible for calling committee meetings setting the agenda and making sure all items on the agenda will be covered.

### Treasurer

The Treasurer is responsible for handling the money, organising arrangements for counting the money at a fundraising event, maintaining the financial records and paying all bills, including any expenses incurred by other committee members. She/he usually holds the cheque book or similar and deals with the bank or building society. He/she presents a financial report at each committee meeting, detailing any income and expenditure since the last meeting and the current balance. The Treasurer is responsible for organising an annual audit of the accounts.

### Secretary

The Secretary is responsible for taking and writing up the minutes for committee meetings and the Annual General Meeting. She/he is responsible for all correspondence both incoming and outgoing and any notices that are sent out to parents, carers and friends. He/she is responsible for ensuring that the committee is advised of all correspondence and for keeping Parent and Friends Association records. The Secretary usually makes the detailed arrangements for any meeting and is the contact person for any visitor.

### Committee Members

Parent, carers and friends who wish to take an active role in the running of the Parent and Friends Association but don't want to take on a specific role could become a Committee member. You will be expected to attend the Committee Meetings and will be able to vote on decisions. Committee members will take help with the organisation of events.



Specialist Schools  
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Learning and Living in Harmony

If you decide to take on any of these roles you will be supported by other committee members and Academy staff.

It would be great to see you at our first meeting even if you just want to find out more about the Association. Please complete the reply slip attached

Yours sincerely

Deborah Reid  
Senior Parent Support Advisor and Community Outreach

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**RE: Parents and Friends Association**

For Reception and Year 1 students please return to the class teacher

Years 7 -13 please hand into main reception to the attention of  
Deborah Reid by **Tuesday 10<sup>th</sup> January 2012**

I will be attending the Parents and Friends Association on Thursday 12<sup>th</sup> January ( )

Parent/Carers name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of student: \_\_\_\_\_

Year group (please circle)    Reception    Year 1    7    8    9    10    11    12    13

Position you would like to be elected for please tick:

Chair    (    )

Secretary    (    )

Treasurer    (    )

I am interested in becoming a Committee Member (    )

I cannot attend the meeting but would like to be involved in the PFA (    )

Signed: \_\_\_\_\_  
(Parent/Carer)