



Queen Eleanor's Church of England Junior School  
An Academy in the Good Shepherd Trust\*  
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Tel: 01483 561323



**"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."**

Head Teacher: Jo Davies

Thursday 14<sup>th</sup> January 2021

Dear All,

## **PSA Volunteers Required**

You will appreciate that nothing is happening this term and very likely the first half of the next on the PSA front, so perhaps it is a good time to prepare for when we do get back to some kind of new normal. At the end of this school year, most of the committee are leaving QE and we do need to hand over the reins of the PSA well before then to other parents. The PSA will need all the main posts filling - Chair, Deputy Chair (or a joint option) Secretary and Treasurer.

Please email Howard Moss on [hfmoss@aol.com](mailto:hfmoss@aol.com) if you wish to volunteer or have any questions - it is really not that onerous and can be fulfilling knowing you have raised funds for your child's school experience.

This is a good opportunity for those taking over to put their ideas/stamp on the PSA in the coming years and make a really important contribution to the school and the enjoyment of the children.

### **Chair / Deputy Chair (These can be joint roles like we have now and negate the need for a deputy)**

- Provide leadership of the PSA ad committee
- Make presentations to new year 3 parents explaining what we do at QE, including talking about past and future events etc.
- Set agendas for committee meetings
- Manage the meetings in a fair way and ensure they run smoothly and points are covered in a fair but swift manner
- Work closely with the Treasurer and secretary, as well as the Head of school
- Be a designated signatory for the accounts and expenditure
- Draw up a PSA program of events with the committee
- Seek volunteers from within the committee to undertake tasks and delegate responsibilities

### **Secretary**

- Deal with correspondence
- Organise meetings
- Take meeting minute notes, type up and circulate as required
- Prepare and place newsworthy items in the QE news letter
- Liaise with the school office on any matters as required

### **Treasurer**

- Control the bank account and funds
- Keep up to date records
- Pay all costs and expenses
- Prepare mini accounts for PSA meetings
- Prepare an annual overall account summary and present to the committee
- Obtain floats from the bank for events
- Count up and bank proceeds from events



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These are by no way a definitive list and some look like hefty tasks but in fact, they are not. Collaboration and everyone pitching in is the key to making it an enjoyable process, and don't forget everything the PSA does is for **your** child.

#### **Other business**

- The Circus is still booked for July 2021, it will consist two shows across the day to allow for social distancing,
- Fireworks for are re-booked for November 2021
- Andy Hose and I are setting up a page for the Guildford Borough Council lottery page; it's a good fundraiser for school - full details to follow.

Kind regards,

The PSA