



Dear Year R Families,

Welcome, we hope everyone is settling in well and looking forward to a great year of FUNdraising activities.

Please join us for the **Kempshott Schools Association's**
Annual General Meeting & Welcome Evening
Wednesday 5th October | 6pm | Junior School Hall

What is the Kempshott Schools Association and why is it important?

The KSA is a registered charity that is very active throughout the year. We are a small group of parents, carers and teachers who volunteer some of our time working together to organise fun activities, with huge support from the whole school community we aim to raise money to benefit all of our children across the Kempshott Infants and Junior Schools. This money is then spent on things like additional items for the classrooms and playgrounds, new technology and subsidising school trips.

What is the AGM and Welcome Evening?

At the start of the school year we hold our Annual General meeting whereby we update the community (that's all of you!) on our current financial situation and introduce our plans for the year.

- Come along and meet the committee, teachers, volunteer helpers and other parents - we are a friendly bunch!
- Learn more about our recent fundraising successes and our plans for the school year ahead!
- Find out about the school's wish lists for the coming year, the volunteering opportunities coming up and how you might be able to lend a hand.
- Elect the core charity members (Chair, Vice Chair, Treasurer and Secretary) for the new school year.

Please don't be put off that it's being held in the Junior School, it's a great opportunity to have a look around and get familiar with the school and teachers. **This is YOUR committee, helping to enhance YOUR children's education. Come along, stay informed and get involved!**

As a parent/carer of a pupil at one of our Kempshott Schools, you are automatically a member of the association, so even if you are not interested in joining the committee we would be delighted to see you at the AGM & Welcome Evening, even just for morale support!

Can you spare a couple of hours a month? Would you like to get involved with raising funds for the schools? Do you have some great fundraising ideas or a skill you'd like to put to use? Or could you help on the day at events?

How to get involved?

We would love to see more new faces getting involved to allow the KSA to continue in following years. This year we have space for 12 new committee members, please see an overview of the roles on the next page.

Step 1 - Click here to complete a brief form: <https://forms.gle/n9vZ5CTgjYZmJCbV6> to express your interest. Deadline Wednesday 5th October 9am.

Step 2 – A member of the KSA will reach out to introduce themselves and understand more about your interests.

Step 3 – Come along to the KSA AGM & Welcome evening to find out more.

If you have any questions please contact us at KSAevents10@gmail.com. We look forward to welcoming you at the meeting

Kind Regards,
Tami Bone – KSA Chair
Vicki White – KSA Treasurer

KSA Core Charity & Named Roles 2022/2023

Over the years the roles within the KSA have evolved as different members with different skills joined the committee. The committee has always been very open to members taking on as much or as little as they are able and the roles have always been flexible. Below is a high-level overview of what each role currently entails:

Role	Core Charity Role	Named Committee Role	High Level Overview of the Role
Chair	X		Oversees the organisation, leads the committee from the front, liaises with the Head Teachers, chairs meetings, bank account signatory, has KSA email access. Agrees to attend the Monthly F2F Decision Forum.
Vice Chair	X		Works closely with and support the chair with the above. Currently also takes responsibility for social media content, small lottery returns to council, license applications from council, create posters (using Canva) but these could be taken on by another member. Agrees to attend the Monthly F2F Decision Forum.
Treasurer	X		All things finance. Responsible for the bank account, keeps all financial records, keeps petty cash, processes expenses and organises floats for events. Agrees to attend the Monthly F2F Decision Forum.
Secretary	X		Keeps member records, updates charity commission as necessary, deals with school re DBS, takes and distributes notes at planning meetings, takes the minutes at the AGM, prepares letters for parents. Agrees to attend the Monthly F2F Decision Forum.
Lottery coordinator		X	Our school lottery is a steady flow of income, this individual will focus on lottery engagement and submit the small lottery returns to the council. This takes approx. 2hrs per month. Agrees to attend the Monthly F2F Decision Forum or shares updates in advance.
Newsletters & Social Media		X	Coordinate and write the newsletters and social media for our events and activities. Including content on PTA events and creating posters (using Canva). This takes approx. 1hr per week. Agrees to attend the Monthly F2F Decision Forum.
Money for Nothing		X	Coordinates and drives activities such as name label commissions, Christmas card fundraiser, printer cartridges recycling, clothes recycling etc. This takes about 30 mins per week. Agrees to attend the Monthly F2F Decision Forum or shares updates in advance.
Donations		X	The focus of this role is to contact businesses and individuals to see how they could support the KSA, with raffle prizes, sponsorship, volunteering etc. Arrange raffle ticket printing, coordinate selling the raffle tickets and distribute the prizes.

			<p>Also to research and apply for grants or community donations (like the Asda Green Token scheme). This role is more adhoc and busier in the run up to hero events, average 20/30 mins per week.</p> <p>Agrees to attend the Monthly F2F Decision Forum or shares updates in advance.</p>
Committee Member			<p>Our committee members really are the lifeblood of the association; they are the amazing people who turn up, roll up their sleeves and make the events we run so successful. Without them we just couldn't run. We understand that everyone's free time is precious and so we don't expect all committee members to turn up to the planning meetings (although they are welcome to) but they are invited to attend the termly F2F KSA Planning & Social evenings, to hear the activities we have planned, engage in activity planning and offer your support.</p> <p>It's hard to put an average time per month on committee member support, some events like the ice cream sales are an average 20-30 mins, others like the summer fair are from a couple of hours to all day depending on how much time you can volunteer.</p>
KSA Friends			<p>Whether you want to help at a certain event or have a particular skill that you would like to put to use ie marketing, face painting etc there is lots that goes on behind the scenes that you could help with including putting up posters, shopping, wrapping prizes, stuffing envelopes, baking cakes, manning a stall, helping set up, run or after an event etc.</p> <p>We are keen for the KSA Friends to come along to the termly F2F KSA Planning & Social evenings, to hear the activities we have planned, engage in activity planning and offer your support.</p>

Please note: Decisions will be made at the Monthly F2F Decision Forum and voting based on those who attend the meeting.

If you would like more information on any of the above roles please contact ksaevents10@gmail.com