



Please join us for the **Kempshott Schools Association's
Annual General Meeting & Welcome Evening**
Wednesday 9th October | 5.45pm | Infant 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 Annual General Meeting 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 financials and introduce our intentions for the year.

- Come along and meet the committee, teachers and other volunteer helpers, 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.

This is YOUR committee, helping to enhance YOUR children's education. Come along, stay informed and become 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?

This year we have space for 12 new committee members including the core charity roles, please see an overview of the roles on the next page. We would love to see more new faces to allow the KSA to continue in following years. **To express your interest** or for more information please email KSAAevents10@gmail.com by **Friday 4th October**.

We look forward to welcoming you at the meeting

Kind regards,
The KSA Team

Kempshott Schools Association
Kempshott Infant & Junior Schools, Old Down Close, Kempshott, RG22 5LL
ksaevents10@gmail.com

KSA Core Charity & Named Roles 2024/2025

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.

Role	Role Type	Overview of the Role
Chair	Core charity role	Oversees the organisation, leads the committee from the front, liaises with the Head Teachers, chairs meetings, bank account signatory.
Treasurer	Core charity role	All things finance. Responsible for the bank account, keeps all financial records, processes expenses and organises floats for events.
Secretary	Core charity role	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.
Lottery coordinator	General committee member	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.1hrs per month. All can be done remotely.
Social Media coordinator	General committee member	Coordinates the social media posts for our events and activities. Including content on PTA events and creating posters (using Canva). This takes approx. 1hr per week. These activities can be done remotely.
Money for nothing coordinator	General committee member	Coordinates and drives activities such as name label commissions, Christmas card fundraiser, printer cartridges recycling, clothes recycling etc. This takes about 1hr per month.
Donations coordinator	General committee member	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. Coordinating raffle ticket printing and distribution of tickets and prizes. 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.
Committee Member	General committee member	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 support at all events. We have the termly face-to-face KSA Planning & Social evenings where we plan the upcoming activities. 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.
KSA Friends	Not part of the committee	There is a lots that goes on behind the scenes and the friends support is more adhoc, it includes helping to put up posters, shopping, wrapping prizes, stuffing envelopes, baking cakes, maybe helping set up and support at an event where you can. We are keen for the KSA Friends to come along to the termly Planning & Social evenings, to hear the activities we have planned, engage in activity planning and offer your support where you can.

Please note: Decisions will be made at the termly planning meeting and voting based on those who attend the meeting. **If you would like more information on any of the above roles please contact kxaevents10@gmail.com.**

Thank you

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