



Magna Academy

Poole

an Aspirations Academy

Principal: Ms N Ullah

✉ Ashdown Close, Canford Heath, Poole, BH17 8RE

☎ 01202 604222



office@magna-aspirations.org



www.magna-aspirations.org



@MagnaAcademy

4th May 2022

Dear Parent/Carer

Parent Teacher & Friends Association (PTFA) for Magna Academy - Thursday 12th May

Before the pandemic, Magna Academy had a supportive, creative and motivated PTFA and we are very keen to get this organisation up and running once again. The PTFA will comprise parents, teachers and any associates of Magna Academy who wish to form an organisation working on behalf of and for the good of the academy. One of the PTFA's primary functions is fundraising for vital educational equipment, but the PTFA can also support academy events, be an important link between the academy and the community and volunteer in the academy as and when is needed.

On Thursday 12th May at 5pm we will hold a meeting in the Main Hall to launch the new PTFA. For the PTFA to be up and running again we would like to recruit people to stand to fill key roles in the organisation.

These are the roles with a brief job description:

Chair

- Lead the meetings
Uphold the constitution of Magna Academy's PTFA. Please read a copy of the attached constitution.

Vice Chair

- Support the work of the Chair and lead meetings if the Chair is absent

Secretary

- Take minutes of the meetings
- Deal with any administrative work or correspondence required of the PTFA

Treasurer

- Manage and keep records of the accounts
- Produce a financial report once a year
- Share the accounts with an independent and external auditor
- We strongly recommend that for this role, the post holder has experience in accountancy and bookkeeping

All members need to be over 18 years old.

If you would like to support the PTFA in one of these roles please could I ask you to complete a brief Google Form which you can find [here](#). In this form there is the requirement to provide a very short supportive statement about why you would like to stand for one of the roles.

The main reason for the meeting is to hold a vote to elect people to these positions so it is important that you can attend the meeting if you would like to hold one of these positions and if you wish to be part of the future PTFA. It is likely to be a short first meeting, but it will be an excellent opportunity for people to meet and to start to exchange ideas.

Yours sincerely



Mrs K Stafford
Assistant Principal