



Magna Academy

Poole

an Aspirations Academy

Principal: Ms N Ullah

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28th September 2022

Dear Parent/Carer,

Re: Parents' Forum and PTFA for Magna Academy – Thursday 13th October

At Magna Academy, we endeavour to pursue the very best educational outcomes for all our students with their wellbeing at the heart of all we do. We work closely with parents and carers as we understand the essential part you play to ensure the success and wellbeing of our students. All staff at Magna Academy know that family structures really matter and we look to build relationships on trust, clear communication and integrity.

I am writing to make you aware of two fantastic opportunities for parents to work with the academy. Our Parents' Forum is a dynamic two-way discussion group about all aspects of our students' education and wellbeing, involving parents and carers in decision making. This is a representative body of parents and carers, putting forward views to the Senior Leadership Team in a constructive manner to help improve the provision for all our students. The Magna Academy Parents' Forum will be representative of all our parents and therefore we would like a group of parents from diverse backgrounds. Being part of the forum will normally involve attending meetings in the Academy and following the agreed agenda once every half term. A newsletter about topics discussed during the meeting will be produced and available to all parents of children at the Academy and to all staff.

Additionally, Magna Academy has a supportive, creative and motivated PTFA which we are hoping to grow this year. The PTFA comprises 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 it is needed. I am delighted to announce that the PTFA will be organising the very popular Festive Friday event which we will hold in the academy on the evening of Friday 25th November.

We are going to hold our first meeting for both of these parents' groups on the same evening. I sincerely hope you will be able to attend one of these meetings or, if you wish, both.

The meetings will be held at the following times. Please arrive at reception five minutes before the meeting begins.

- Parents' Forum 5- 6pm
- PTFA Annual General Meeting (AGM) 6.15- 7pm



During the PTFA AGM, we will be electing people to the following positions. All positions need to be filled by those who are over 18 years old. These are the roles with a brief job description:

Chair

- Lead the meetings
- Uphold the constitution of Magna Academy's PTFA.

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

If you would like to be part of either of these parent groups, please complete a brief [Google Form](#).

Yours sincerely



Mrs K Stafford