



ST HELEN &
ST KATHARINE

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Headmistress: Mrs Rebecca Dougall BA MA

8 June 2018

Dear Parents

The Parents' Association (PA) at St Helen and St Katharine has been a part of the School for many years and its aim is to create an enthusiastic, supportive and active community to benefit students, parents and staff, whilst running memorable and fun fundraising events to support the school with specific projects and raising money for the school charities. The PA consists of a lively group of volunteer parents with daughters throughout the School.

The PA raises over £10,000 annually. With the profits from our events we sponsor Sixth Form Volunteering Awards, support the students with requests for equipment for clubs and societies, and the School with grants towards additional equipment. Last year the sci-art installation 'Bookbirds', suspended underneath the glass skylights in the Science Atrium space, was also launched with the support of the PA.

This September the parents who are currently in the three key roles on the Committee, the Chair, the Treasurer and the Secretary, are all, for various reasons, stepping down from their roles and we need to find three willing parents who will step forward and help keep the Parents' Association in action.

While it is very understandable that people are wary of taking on additional roles on top of the busy realities of work and home, we do very much hope that some parents will want to be involved in the development of the School in this way. The Parents' Association is a very important part of the operation of St Helen's and a significant number of things simply wouldn't have happened without its support.

A brief description of the roles is outlined below, and we'd very much appreciate you considering applying for one of the roles from September 2018; you would need to attend the AGM on Wednesday 10 October at 7.30pm where you would be elected in a simple five-minute process.

If you would like to talk to the parents involved please do get in touch via our email address shskpa@gmail.com. We would love to hear from anyone interested in joining the PA, not only for the roles advertised. More information is available on the [Parents' Association page of the school website](#).

Yours faithfully

Rebecca Dougall
Headmistress

Sharon Cooper
Chair, SHSKPA

PA Chair

Liaising with the Head and Director of Students on the use of funds raised by the PA, and matters of governance, driving forward the event schedule and ideas planning at the PA, chairing monthly PA meetings, promoting the PA at new parents' evenings, speaking on behalf of the PA at fundraising events if required. Liaising with the Chair of ASPA (Abingdon School Parents' Association) about joint events.

PA Treasurer

Preparing audited accounts for the year end in August. Presenting regular financial updates throughout the year at PA meetings, particularly in relation to PA events. Managing the provision of floats for PA events and ensuring safe keeping and banking of monies. Paying in of cheques received and making payments of expenses and invoices. Liaising with the St Helen's Bursary, the bank and providing information to entities such as the White Horse District Council and the Charities Commission. Acting as the promoter of the Christmas Fair raffle. Preparing and filing of accounts and other information necessary for the obtaining and maintenance of memberships and services.

PA Secretary

Managing monthly PA meetings - liaising with St Helen's management team and facilities to agree dates, source venue and arrange catering. Creating and circulating meeting agenda – taking, writing and circulating meeting minutes. Updating and liaising with the 'Willing Helper' list for larger events. Coordinating new parent evening dates and content – creating and printing promotional materials. Other ad hoc administration tasks as required.