

Westfields Infant School

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Website: www.westfields-inf.co.uk

Headteacher: Mrs Janette Teague



22nd February 2023

Dear Parents,

We need your support!

As you are aware, WISPA is our PTA. Thanks to WISPA various events are held throughout the school year, not just to raise funds for the school but also to offer fun events for the children to attend.

In order to operate as a charity they need to fill 3 official roles from September 2023 – Chair, Treasurer and Secretary. However the plan is to fill these roles ASAP to enable a transition. If these roles are not filled WISPA will simply cease to exist.

Chair – overseeing all events, ensuring the committee runs effectively, main point of contact for the school and chairing meetings.

Treasurer – managing all banking and finance across all events, purchasing and balance sheets. Ensure all trustees, licences and insurance are kept up to date. Accounting/finance experience essential.

Secretary – taking meeting minutes, proof reading letters and helping with the email inbox.

To support these roles and to share the workload the committee would also like to fill the following roles: Co-chair, Co-treasurer and Social Media person.

This is a great opportunity to get involved. Please don't think that you don't have the skills. You will be given support and shown what to do.

Please note any friends or family can fill these roles. If any of these roles are of interest then place contact the committee at wispacommittee@gmail.com and they will be happy to answer any questions or discuss what's involved.

Yours sincerely,

Janette Teague

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Headteacher