



Boughton Primary School

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Mary James BEd (Hons)

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Jodie Hartwell (Deputy Head Teacher)

Elaine Webster (School Business Manager)

Your BSA needs you!!!

10th May 2022

Dear Parents,

You may recall our letter in May talking about the exciting opportunities within the Boughton School Association (BSA). Well, this letter is reaching out again but with a new air of urgency and, in truth, desperation.

Over the last month we have had a good level of interest in supporting the BSA, however we have been unable to fill the committee roles required to ensure that the BSA can continue to function as a charity and fulfil its legal duties. **Should we not fill these roles before the end of the academic year, the BSA will unfortunately have to cease operations.**

Why does this matter?

The BSA is vital tool that supports the school in putting on events and generating funds to create the vibrant and inclusive community at Boughton Primary school. It also supports the experience our children receive whilst at school, two of the areas that the parent body consistently highlight as key reasons for placing our children here.

Over the last five years (with the exception of 2 years due to the pandemic) the BSA has led on and facilitated the following:

- Christmas fayres
- Christmas raffles
- Quiz nights
- Freeze Pop Fridays
- Film nights (whole school)
- Discos (whole school)
- Year 6 proms
- Refreshments at events, e.g. sports day, performances

The funds raised from these events have enabled the school to provide the following:

- The trim trail
- Electronic equipment for teaching and learning: iPads, laptops, large classroom interactive screens
- Astro turf pitch
- Year 6 Prom
- Subsidised travel for school trips

If the BSA ceases to exist, so will the school's ability to provide the above. This feels unthinkable in a small school where there has always been a strong community of parents.

Hands UP!!

We would love to hear from you if you are willing to put your hand up and keep the BSA alive, by taking on a committee role. Please reach out to either Mary or I on the emails at the bottom of this letter, grab us at the picnic this afternoon or speak to us around the school pickup/drop offs over the next couple weeks.

Support isn't limited to parents or guardians: grandparents, aunts and uncles are all welcome.

As a reminder from May's letter, here are the roles that we have to fill in order continue operating.

Roles available on the BSA Committee:

- Chair
- Vice-chair
- Secretary
- Treasurer

Our current committee officially resigned their roles at our AGM on Wednesday evening. However, Mrs Sam Walsh and Mr Barry Warfield have kindly agreed to continue unofficially until the end of the school year, to ensure the events already planned can go ahead, and to support new role holders when they come on board. We are very grateful to Sam and Barry for their help in keeping the BSA alive, and for their hard work as volunteers, during the past four years.

Role descriptors follow at the end of this letter, to help clarify what's involved.

WHAT NOW?

We can't stress enough how important this fundraising wing of the school has been. It is a charity in its own right and can only continue with a committee to lead it. Both Mary and I will gladly support the new committee, along with the staff and governor teams, but, **without these vital roles, the BSA will have to fold.**

Speak to us today, or email, if you feel able to take on a committee role. You will have our full support and guidance.

We hope to develop a model of class representatives taking the lead on different events, perhaps seven events annually, led by the seven classes, but this can only happen if the BSA committee roles are filled.

Thank you for your continued support.

Yours truly,

Ryan Palmer
Chair of Governors

Mary James
Head Teacher

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ROLE DESCRIPTORS

Chair: The Chair ensures that the business of the BSA is conducted in accordance with the wishes of the representatives of the BSA. He or she strives to uphold the constitution of the BSA, oversees all events/activities and prepares and submits statutory reports to Regulatory Bodies.

Vice Chair: The support provided by the Vice-Chair is invaluable. Deputising for the Chair when necessary, the Vice-Chair helps to ensure that the committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

Secretary: The Secretary ensures that the BSA runs smoothly and provides a link between Committee Members and the BSA, and between the BSA and the school. This requires good organisational and communication skills and being able to stick to deadlines. The Secretary also acts a publicity officer for the committee, promoting and communicating events and the work of the BSA.

Treasurer: Although all the committee members have equal responsibility for the control and management of PTA funds, the Treasurer plays an important part in helping the committee carry out these duties properly. He or she takes responsibility for logging and banking funds raised, and submitting the annual audited accounts to the Charities Commission.