



# Greenway Primary & Nursery School



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Head Teacher: Katharine Ellwood

28 February 2019

Dear Parent/Carers

## Roles opening up on the GSA

For the next academic year, we are losing five GSA members who have contributed for the past two years to fundraise for our school. Helen Darbyshire, Kirsty Lee, Samantha Crowe, Liz Chan and Claire Upton are sadly stepping down and will be sorely missed as GSA members. We thank them for the incredible work they have done to aid vital fundraising efforts and build the Greenway parents and carers community.

These departures open up the following vacancies:

### **Chair / Co-Chairs**

Main duty: To have the final say on PTA decisions where a democratic decision cannot be made by the committee.

Key jobs: To make all committee members feel welcome and valued; to set the PTA agenda; to provide leadership; to co-write the annual PTA report.

Needs to be: Enthusiastic, calm, good at listening, decisive.

### **Co-Secretary**

Main duty: To keep up-to-date records of PTA activity.

Key jobs: To organise PTA meetings; to prepare and distribute agendas and minutes; to build strong relationships with key school staff – including the office staff and site manager.

Needs to be: Organised, good at time management and friendly.

### **Co-Comms Officer**

Main duty: To publicise PTA events and activities.

Key jobs: To get to know as many parents as possible; to promote and communicate what is going on; to enthuse other parents about what is going on.

Needs to be: Friendly, creative, good at writing

The current committee have found it easier to co-share each role, to spread the workload but this is by no means necessary. If you are interested in joining, please email us at [gsa@greenway.herts.sch.uk](mailto:gsa@greenway.herts.sch.uk) or ask at the school office. The GSA will not be able to continue without filling these vacancies, so please do support them if you can give your time. Both the school and the children benefit greatly from their efforts and it would be a great shame for it to come to an end.

Many thanks  
The GSA

