



## Your School Needs You!

Dear Parents, Grandparents, Carers and Friends of Stratford School

A voluntary committee of parents manages the FOSS and co-ordinates the events that raise the vital funds for our school community. Without the committee and volunteers of FOSS, the events and activities would not be able to operate.

As you may know Sam Vigor and Sarah Heath have decided to step down from roles as Chair and Treasurer by the end of this school year and we are now urgently seeking volunteers for the role of Chair and Treasurer, to work alongside Sam and Sarah for the summer term to learn the ropes.

Sam as Chair is happy to stay until the end of the School Year. However, Sarah has requested to stand down from the role as Treasurer as soon as possible. Sarah has done a fantastic job at keeping our finances in order and is a valued member of the team.

We are hoping that there may be someone in our school community who could volunteer for the role of Treasurer ASAP. You will work alongside Sarah to ensure there is a thorough handover and Sarah will be on hand to answer any questions when needed.

### What Would Joining the Committee as a Treasurer Involve?

Being a committee member is not a demanding job. All that is needed is your enthusiasm and a little of your time. The role of the treasurer includes:

- Managing FOSS funds
- Maintaining and tracking details of income and expenditure
- Preparing a summary of annual income and expenditure for the Charities Commission
- Producing financial summaries for the FOSS Meetings
- Input into what FOSS funds is spent on
- Prepare floats for all FOSS events
- Banking money post-event and producing the profit/loss made at each event

Remember that without a committee, FOSS will not be able to continue. This would be a tragic loss to the children, families, friends, school, and wider community.

If you are interested or just a little curious about the role of Treasurer or Chair, please drop a note to Sam Vigor ([stratfordfosschair@gmail.com](mailto:stratfordfosschair@gmail.com)) or Sarah Heath ([stratfordfosstreasurer@gmail.com](mailto:stratfordfosstreasurer@gmail.com)) via email or through Facebook Messenger on [Friends Of Stratford-sub-Castle Primary School Page \(FOSS\) | Facebook](#)

Remember, this is **YOUR** school, and it has always been the high level of parental involvement and support that has helped to make our community so special.

Kind regards,  
Your FOSS Committee