

FOSS Committee

(Friends Of Shoreham School)

The usual structure of a PTA committee is to have at least three named officers: the chair, treasurer and secretary. While the exact duties of each role often vary, the principle responsibilities remain the same.

The duties and responsibilities of the PTA chair, treasurer and secretary are listed below and you can joint Chair (it's been done before at Shoreham).

Lydia (current Chair) will be stepping down in July, therefore we need to recruit a new Chair. Mrs Humberstone kindly agreed to be a silent Secretary so it didn't dissolve in 2024/2025. However we need a need a new Chair and a new Secretary if possible- otherwise no events or fundraising can take place from September 2026. I managed to organise the majority of these on my own with help at the events, so it is doable.

PTA Chair

The Chair's responsibilities

- Chairs and facilitates meetings
- Delegates tasks to committee members & volunteers
- Liaises with the school about fundraising priorities and dates of events.
- Is a designated signatory on the PTA bank account
- Writes the annual report to read at at an annual AGM (September)

PTA Treasurer

The Treasurer's responsibilities

- Keeps a detailed and accurate record of the PTA's financial activity
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Completes the Charity Commission annual return
- Prepares the financial report for AGM

Shoreham School events run by FOSS

These events are what we offer every year and how to run them. But you can do as many as you wish or as little. However, the children particularly love the shopping experience of Mother's and Father's day shops plus Elfridges. I have templates of all posters you can reuse and just change the date. FOSS has Canva pro account and you will have access to FOSS outlook emails. Therefore have contact details of businesses that usually offer fundraising help.

January - After the busy Christmas period we don't typically run events but usually ask for donations of unwanted Christmas gifts etc.

February - WBD Costume & Book Sale (WBD beginning of March)

We have a collection of donated costumes and books that are set out in playground after School. Parents are invited to make cash or card donations. Therefore you will need a float and sum up set up on your phone (treasurer will sort). Posters will need to be made in advance and shared via WhatsApp groups and fortnightly newsletter.

March - Mothers & Others Day" Shop (Week before Mother's Day)

- Organise volunteers to help the children choose pre bought gifts at the Pavilion shop. Usually takes two hours and pick a day that works with the School (eg no assembly).
- Make up posters and display around School and share with parents.
- Source and purchase gifts suitable for women of all ages.
- Set up the event via PTA events and give a deadline that gives you enough time to work out number of gifts you need. Plus a cap on how many can be purchased (usually 2), this needs to be priced £3.
- Need stock of wrapping material, Sellotape and name tags.
- Download and print report of child's name with class and recipient details as will need this to check who hasn't ordered, and may need to chase before deadline.
- Write up labels of child's name and recipient so they have correct spellings and volunteers can assist the children.

April 1st - Break the rules day

Donation of £1 for each child to break one of the three School rules agreed with the head, design posters to explain the rules and place donation pots in playground.

April - Easter Raffle (Drawn at Spring Concert)

- Ask for donations of Easter chocolate, Easter craft or anything Easter related via class reps. Also source top prizes from local businesses or events. Plus give deadline.
- Posters to be made up and displayed and shared with parents - weekly reminders.
- Collect donations from office regularly.
- Need to source boxes/hampers and wrap in a Easter theme.
- Make up the Easter hampers containing all the Easter donations.
- Purchase raffle tickets and obtain class list from office and stuff envelopes with raffle tickets for children to take home.
- Parents, friends and family to purchase raffle ticket (£1 ticket / £5 strip) and hand monies and envelopes back to office - collect regularly from office and keep raffle tickets and hand monies to treasurer. Check names and phone numbers on reverse.
- Fold all raffle tickets and pop in basket for head to draw winning tickets at The Spring Concert, where parents will attend and choose their hamper after the top prize has been called.

May - Duck Race

Posters to be made and displayed that FOSS will be selling ice creams at Shoreham Duck Race. Spot to be arranged with a local resident and will need electricity for the two FOSS freezers. The treasurer will supply floats and will need price lists printed once you have bought all the ice creams and lollies. It is a good idea to display allergy info too and if you want can purchase rubber ducks and sell them prior to the event. This is a busy and hot day usually so many volunteers are helpful.

June- Father's Day Shop (week before Father's Day)

- Organise volunteers to help the children choose pre bought gifts at the Pavilion shop. Usually takes two hours and pick a day that works with the School (eg no assembly).
- Make up posters and display around School and share with parents.
- Source and purchase gifts suitable for men of all ages.
- Set up the event via PTA events and give a deadline that gives you enough time to work out number of gifts you need. Plus a cap on how many can be purchased (usually 2), this needs to be priced £3.
- Need stock of wrapping material, Sellotape and name tags.
- Download and print report of child's name with class and recipient details as will need this to check who hasn't ordered, and may need to chase before deadline.
- Write up labels of child's name and recipient so they have correct spellings and volunteers can assist them.

July - Freeze Fridays

After school on a Friday we offer ice poles, ice lollies and ice creams for sale in playground. The wheelbarrow is used to bring the small freezer round. Display posters and price lists and advertise so parents can bring monies to School - have sum up ready and float.

You could organise a summer fair and decide to do a Sports Day BBQ but this is a good time to do a second hand uniform sale due to good weather and parents needing to buy for September.

September - No events usually planned

October - Halloween event if you wish

November - No events usually planned

December - Carol Ramble (arrange date with School)

Organise and seek volunteers to walk with Children around Shoreham and collect monies with our big donation tins. We also print and send sponsorship forms home to be completed and returned with monies. Therefore check with office for these and hand to treasurer. Also advertise this on Shoreham Village Facebook page so villager's are aware of the date.

December - Hot chocolate stall every Friday after School

Every Friday after School we offer Hot chocolate with cream and marshmallows - volunteers are vital for this to work..

- Purchase milk, hot choc, marshmallows, small packets of biscuits, cakes or mince pies to sell (Aldi for milk & hot choc)
- Ask for donations of hot cups from McDonalds & Costa etc
- Posters need to be displayed advertising this and price list displayed
- Set up from 3pm and heat milk and hot chocolate and use hot flasks at stall and display food items (napkins and paper cups)
- Will need float and sum up ready on phone

December - Elfridges (around second week of Dec)

- Organise volunteers to help the children choose pre bought gifts at the Pavilion shop. Usually takes two hours and pick a day that works with the School (eg no assembly or Xmas events).
- Make up posters and display around School and share with parents.
- Source and purchase gifts for men, women and children.
- Set up the event via PTA events and give a deadline that gives you enough time to work out number of gifts you need. Plus a cap on how many can be purchased, this needs to be priced £3.
- Need stock of wrapping material, Sellotape and name tags.
- Download and print report of child's name with class and recipient details as will need this to check who hasn't ordered, and may need to chase before deadline.
- Write up labels of child's name and recipient so they have correct spellings and volunteers can assist them.

If you are interested in being a part of the FOSS committee please speak to Lydia. If there are a few of you to job share it will lighten the load. We have volunteers that are on the FOSS Champions WhatsApp group that will help at events.

We have many stock in our FOSS shed and FOSS cupboard in the pavilion so many things won't need to be sourced.

Thank you