The Friends of St Paul's School

Registered charity number 311003

The Friends of St Paul's School

Every parent of a pupil of St Paul's Church of England VA Primary and Nursery School is considered a 'Friend' of St Paul's. Whilst it is recognised that most parents may be unable to attend regular meetings, they will always be invited to support the committee members of the Friends.

The committee members include the Chair of the Friends, the Treasurer, the Secretary, the Class Representatives (Class Reps) the Head Teacher and a representative from the Governing Body. They will work in collaboration with the wider school and in line with the school ethos, to raise funds for the registered charity of St Paul's School.

Role Description – Secretary

1. Creating Agendas for meetings.
2. Setting up of Zoom meetings as and when required.
3. Posters for upcoming events.
4. Liaise with Chair and Secretary on matters arising.
5. Filing of all paperwork on Dropbox in the correct folders.
6. Writing the minutes for meetings, sending these to chair and school head to confirm and then arrangement of distribution to relevant people.
7. Co-sign of any cheques or documents as required.
8. Organising and completing of licences needed for events
9. Writing of the annual report with the chair.