

	<p>Friends of Tudor Court Association c/o Tudor Court School Bark Burr Road Chafford Hundred Essex RM16 6PL Phone: 01375 480662 Registered Charity No. 1089045</p>
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September 2024

To all Members of the Friends of Tudor Court Association

The Friends of Tudor Court Association would like to invite all parents to the **Annual General Meeting on Thursday 10th October @ 6 pm**. The meeting will be held in the main school building. The FTCA is Tudor Court Primary School's PTFA (Parent, Teacher and Friends Association). The FTCA committee is made up of ten members, five named positions and five committee member positions. We have a number of members stepping down for this year and therefore have a number of vacancies on the committee. Without a committee the FTCA will not be able to operate and will fold, this will impact negatively on our children in school.

In order for the AGM to take place and new parents to be elected to the FTCA committee we need to have at least **15 parents** in attendance. Unfortunately, in previous years the AGM has had to be rescheduled. If the AGM cannot take place, the likelihood is that the FTCA will fold.

The constitution states that the Head Teacher always holds the position of Chairperson. Parents, carers, friends or members of staff make up the remaining positions. The committee meets on a regular basis usually once a term, with smaller working group meetings as and when necessary to organise events. The FTCA is about so much more than just fundraising, our events are aimed at bringing the whole school community together while working towards a common goal.

Discos, fetes and bazaars are organised by the FTCA generating funding to spend on enhancing the children's experiences in school as well as supporting the community. Picnic benches, water fountains, subsidised workshops in school, purchasing new iPads, creating a therapeutic classroom are just some of the ways the FTCA have enhanced the children's experience at school.

The main body of work organising events is undertaken by the committee members who are led by the Vice Chair. **In order for the FTCA to run, we will need someone to take on the role of Secretary and also the role of Finance Officer and therefore we are particularly keen to recruit people who can fulfil these roles.** In order to take up a named position on the committee you will need to have served for a minimum of one year as a committee member **(for this year only, due to the number of vacancies on the committee, this rule will be waived).**

The AGM is usually a short meeting where the new committee members are elected for the year ahead and the work of the FTCA for the past year is reviewed.

The FTCA are always looking for new members to join the amazing team. This is even more a priority this year as a number of current members will be standing down. If you would like to nominate yourself to join the committee or would like to take on one of the named positions then please complete the Google form found by clicking the link below:

[FTCA AGM 2024](#)

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If becoming a member at this time is not for you, then there are lots of ways you can help the FTCA before, during and after each of our events. The more help that is received the bigger and better the events can be!

The table below shows the structure of the FTCA Committee.

The current committee is made up of the Head Teacher and 9 other members		
2024-25	<i>*The current committee members have been nominated for the following positions. However should there be further nominations, these positions will go to a vote at the meeting to determine who is elected.</i>	
Chair	Head Teacher	Phil Kyriacou
Vice Chair		Vacant (Nic Foakes is happy to support the new Vice Chair in their role. If no one stands, Nic would consider doing a final year as Vice Chair)
Secretary		Vacant
Finance Officer		Vacant
Vice Finance Officer		* Carla Byrne
Committee Member		* Jonathan Ryan
Committee Member		* Susie Sidlow
Committee Member		Vacant
Committee Member		Vacant
Committee Member		Vacant

Any parent attending the AGM or wishing to become a Committee Member, including those currently on the committee must complete the google form by Friday 4th October. No late nominations will be accepted. This will then allow sufficient time to prepare the paperwork for the AGM including ballot papers should these be necessary.

Should there be more parents wishing to join the committee than vacancies available, a ballot will be held on the night. All parents present at the meeting will be able to vote. ALL nominees MUST attend the AGM and should a ballot be required, will need to briefly share with those present why they would like to be on the committee.

All committee members are required to attend at least 50% of the meetings and be available for all the major events

If you would like to be more involved, help out at events, share your ideas, or simply find out a little more about the work of the FTCA please email ftca@outlook.com or visit the Facebook page 'The Friends of Tudor Court Primary Association' or via Twitter @FTCA_tcp.

Yours sincerely

Phil Kyriacou

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F.T.C.A. Chair