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Dear parents/carers,

I am writing on behalf 'Friends of Ellingham' (FOE) and the school staff to ask for your help. For parents who are new to our school, FOE is a team of volunteer parents, family members and friends who organise and run a range of activities to raise funds that directly enhance the opportunities for the children in the school e.g. by making a contribution to the cost of school trips, Christmas treats, providing equipment etc.

FOE is made up of a committee who are elected at our annual AGM. This year the AGM will be held on Friday October 14th, when we will be electing a new committee. We have had nominations for, and people willing to take on the roles of chairperson and deputy chairperson, but at present we are still seeking nominations for the role of treasurer.

The main purpose of the treasurer's role is to ensure accurate financial records are kept and that best practice procedures are followed when counting money, banking, and making payments. As we are a registered charity we cannot, unfortunately, legally operate without a treasurer. This is where we need your help. If we do not fill this position FOE will not be able to continue beyond the AGM.

If this happens there will be no more school discos, summer and winter fairs, and all the other exciting events that contribute so much to our children's experience of school.

If you would like to find out more about the role of treasurer, please contact me for more information and an informal meeting can be set up with the previous treasurer to go through the role. If you would like to learn more about Friends of Ellingham and would be able to add your support, however great or small, please put the date of the AGM in your diary - it would be good to see you there. If you are unable to attend but would like to find out more please see Mrs Pakes, who will be pleased to talk with you.

Kind regards

Friends of Ellingham and the school staff