

Langley Park School for Girls

Enabling everyone to thrive – acting with kindness, determination and respect.



Headteacher: Mr S Whittle, MA (Cantab), PGCE, NPQH

30 January 2025

Dear Parents and Carers,

Invitation to the Annual General Meeting of the Parent, Teacher and Friends Association (PTFA)

Following a series of informal meetings, we are delighted to be in a position to relaunch our Parent, Teacher and Friends Association (PTFA), 'The Friends of Langley Girls.'

We invite all staff, parents carers and friends of the school to this year's Annual General Meeting (AGM) of the Parent, Teacher and Friends Association (PTFA), which will take place on **Tuesday 25 February** at **7.15pm** in the **Sixth Form Common Room**.

This is a fantastic opportunity to learn more about our vision for the PTFA, how it can benefit our school and how you can get involved.

The PTFA plays a vital role in enriching the educational experience of our students. In previous years, thanks to the support of parents, carers and staff, we have been able to fund essential school projects, provide additional learning resources and organise enjoyable events for the school community. The PTFA has supported departments in the school, most recently donating towards upgraded stage lighting in our school hall benefiting the quality and provision of our performing arts.

At the AGM, we will be providing an update on the school, considering upcoming initiatives, and electing to the following officer roles: **Chair/Co-Chair, Treasurer/Co-Treasurer, Secretary/Co-Secretary**. Whether you are interested in taking on a formal role or simply wish to support in any way you can, we would love for you to attend. Your involvement, whether large or small, makes a significant difference to our school community. This is a great way to meet other parents/carers, share ideas, and have a say in the future direction of our school and its fundraising efforts.

Please see the additional information below about the committee roles, for which we are inviting nominations. We believe that many hands make light work and beyond these roles, there will be opportunities for volunteers at future events and attendees at our meetings. We are requesting that those planning to attend the AGM, and those considering standing for key roles, indicate their attendance by completing this [online form](#).

Light refreshments will be provided, and we encourage as many parents as possible to join us. If you would like more information or are unable to attend but are interested in getting involved, please do not hesitate to contact us at info@lpgs.bromley.sch.uk.

We look forward to seeing you there and working together to enable everyone to thrive at Langley Park School for Girls.

Yours faithfully,

Steve Whittle
Headteacher

Paul Seward
Deputy Headteacher

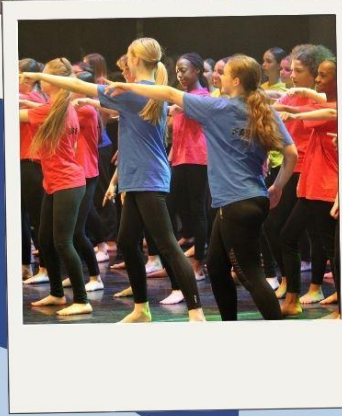
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2022-2025



Friends of LANGLEY GIRLS

**You are invited to the
Annual General Meeting
to launch the
Friends of Langley Girls
PTFA.**

**All are welcome to
attend.**

**Tuesday 25 February 2025
7.15pm - 8.15pm**

Please use the QR
code to confirm
your attendance
and/or to be
nominated or
volunteer as a
committee member.



www.lpgs.bromley.sch.uk

Committee Roles



CHAIR / CO-CHAIR

- A good leader who brings the committee together.
- Should be confident, calm, friendly and approachable, but assertive and firm when needed.
- Supervises and delegates tasks to ensure they are completed.
- Manages the committee to ensure they work collaboratively and cohesively.
- Liaises with school leadership and governor teams
- Ensures all members follow the constitution and policies
- Good communication and organisational skills.
- Represents the whole committee on occasions (open mornings, welcome events and more).



TREASURER / CO-TREASURER

- A good head for numbers.
- Good mathematical and logistical skills.
- Keeps accounts in a clear and concise manner.
- Follows any financial or expenses policies.
- Provides accurate, up-to-date reports.
- Manages the PTA bank account with other signatories.
- Completes the Charity Annual Return with the Chair.



SECRETARY / CO-SECRETARY

- Good organisational and communication skills.
- Manages the day-to-day communications of the association.
- Manages the association's correspondence.
- Produces minutes for each meeting.
- A good listener and record keeper.



HOW TO VOLUNTEER OR REGISTER YOUR INTEREST

