

# Langley Park School for Girls

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



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

18 September 2025

Dear Parents/Carers

We hereby give notice of **Langley Park School for Girls PTFA (Parents, Teachers & Friends Association) Annual General Meeting (AGM)**, to be held on **Thursday 16 October 2025**. The meeting will commence at 8pm in the school. Please RSVP to ensure you receive joining instructions.

Langley Girls PTFA plays a vital role within the school community. All members of the community are invited to the AGM.

The AGM is an opportunity for you to elect or re-elect the PTFA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM, via this [form](#), for anyone wishing to stand as an Officer or Ordinary Committee Member for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTFA of their intention to stay in their role.

The roles are:

- Chair
- Treasurer
- Secretary
- Ordinary Committee Member
- Volunteers (without signing up to becoming a committee member)

We have enclosed a summary of each role, but if you would like any further information, please email [ptfa@lpgs.bromley.sch.uk](mailto:ptfa@lpgs.bromley.sch.uk).

Please RSVP by Friday 10 October to [ptfa@lpgs.bromley.sch.uk](mailto:ptfa@lpgs.bromley.sch.uk) and we look forward to seeing you on Thursday 16 October 2025.

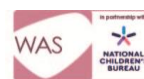
Best wishes

**Sandra Morris and Natasha Wigley**  
**Co-Chairs 2024-2025**  
**Langley Park School For Girls PTFA**

Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE

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2022-2025



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## LPGS PTFA Committee

Being part of the committee is both enjoyable and adds value to the school. It is a great way for parents and carers of LPGS students to get involved in school, helping to provide a critical additional income stream by raising money in a fun and sociable way. Monies raised are spent on equipment and resources to enhance the learning outcomes and experience of all students in the school. The elected members work together to ensure the smooth management of the PTFA, but will continue to rely heavily on the support of our members (i.e. parents and carers). Meetings are roughly monthly, typically in the evening, and you need to attend as a minimum one in three.

Committee roles are as follows (\*are a legal requirement):

**CHAIR\*** Responsibilities include chairing all PTFA meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year. They will act as the go-between with the school Senior Leadership Team and the PTFA as well. They also have a key role introducing and distributing PTFA paperwork and general administration tasks including responding to emails, etc.

**VICE CHAIR** Acts as deputy to the Chair, helping progress broader initiatives.

**TREASURER\*** Responsible for coordinating and recording all PTFA monies including float provision, heading up counts, reconciling our accounts, banking monies, issuing cheques and producing regular simple accounts. They also prepare our formal accounts for auditing and submission to the Charities Commission. Some financial background or experience is useful.

**VICE TREASURER** Acts as a deputy to the Treasurer.

**SECRETARY\*** The Secretary's role is note taking at meetings, they also support in producing and distributing all PTFA paperwork and general administration tasks such as liaising with the school and responding to emails.

**ORDINARY COMMITTEE MEMBER** These roles are undefined but come with the expectation that individuals will take an active role either by taking the lead on the organisation of an event or a functional aspect which helps the PTFA run smoothly.

**If being part of the committee isn't for you, we still need your support!**

**AD HOC VOLUNTEERS** Support your committee by signing up to help when asked! Most of our requests are small ones and there will be something across the year which you can help with – whatever time or skills you have. We often have small tasks like folding raffle tickets, putting up posters, leafleting local roads or helping serve refreshments at a school event. Please let us know if you are happy to be included in a PTFA helpers group.

**AUDITOR** To independently audit our accounts and to submit them to the Charities Commission. This is a role which needs to be completed annually and requires only a few hours of time (our accounts aren't very complicated!), but it does need to be done by someone who has the relevant professional accreditation. We hope there is a parent in our school who can support us with this.

## Langley Park School for Girls PTFA Team

Email - [ptfa@lpgs.bromley.sch.uk](mailto:ptfa@lpgs.bromley.sch.uk)