

Dear Parents and Carers

26<sup>th</sup> September 2016

**PTA Annual General Meeting (AGM)**

I hereby give notice of the AGM of Joydens Wood Junior School PTA, to be held on Monday 17th October. The morning will commence at 10:50am with Tea, Coffee and Biscuits followed by the PTA Annual General Meeting in the school hall. We anticipate that the PTA AGM should last approximately 30 minutes.

The PTA plays a vital part in the school community and all parents and carers, as members of the PTA, are invited to support the AGM. This is your chance to hear and see how funds you have helped to raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PTA Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer for the first time.

I will be resigning as Chair, as my daughter has now started secondary school. I would like to thank everyone, parents and their families, carers and staff for their support and help over the last couple of years.

If you would like any further information about what is involved in being a committee member, please speak to myself. As our PTA is a registered charity, all committee members automatically become trustees of the charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee - What you need to know'. A copy of the booklet is held in the school office.

Please return the slips below as soon as possible or by Friday 7th October at the latest.

We look forward to seeing you on Monday 17th October.

Kind regards

Mel Smith

Chair

07876 510534 [melafwilson@hotmail.com](mailto:melafwilson@hotmail.com)

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I/We shall/shall not be attending the AGM on Monday 17th October

Signed..... Print Name.....

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OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee.....

For position of: Chair/Vice Chair/Secretary/Treasurer [please delete as appropriate]

Proposer.....

[please sign and print name]

I ..... agree to my nomination for the position of .....

Signed .....

Date .....