



Castle Hills Primary School
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Headteacher: Mrs S McBride

10th March 2017

Dear Parents and Carers,

The newly formed PTA, Castle Hills Association of Members Parents and Staff (CHAMPS), would like to inform you that we are holding an Extraordinary General Meeting on Monday 3rd April 2017 at 3.30pm. This meeting is to formally adopt or chosen Constitution (recommended by our support partner PTA UK). This is an extremely important document which sets out the rules and procedures by which committee members govern the association. Sharing it with our school community is key to our principles of partnership working.

Parents, carers and any associates related to school are invited to attend this meeting to give their views.

If you would like to look at the copy of the PTA model constitution, these are readily available at the office on request. You can also find a copy on our website page under the fundraising section.

We look forward to hearing your views and ideas.

Yours sincerely

Mrs Sarah Toyne
Chair

Miss Kate Ward
Treasurer



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