

## **CLIFFE WOODS PRIMARY SCHOOL**

15 September 2017

Dear Parents

### **PTA SECRETARY – VACANT POSITION**

Our wonderful PTA is in need of some help! A willing volunteer is needed to take on the role of Secretary, which would require:

- minute-taking at monthly meetings
- maintaining a diary of forthcoming events
- producing letters in advance of events (usually from a template) to be sent via school/social media

If you are interested and you would like to get more involved in the day-to-day life of the school, please get in touch with Gary Couchman or any member of the PTA committee.

Yours sincerely

Mr T Muggridge  
Headteacher