

Wednesday 4th September 2019

Dear Parents

The Friends of Banks Road Parent Teacher Association (PTA) Annual General Meeting (AGM)

We hereby give notice of the AGM of the Banks Road Infant & Nursery School PTA, to be held on **Wednesday 25th September**. The meeting will commence at 6:45 pm and we anticipate that it will last no more than 45 minutes.

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to hear and see how the 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 both existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time.

If you would like any further information about what is involved in being a Committee Member, please contact friendsofbanksroad@gmail.com. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, you may wish to read the Charity Commission publication 'The Essential Trustee – What you need to know'. A copy of the booklet is available at www.charitycommission.gov.uk/Library/guidance/cc3text.pdf

Please return the slips below as soon as possible, or by Friday the 20th September at the latest. We look forward to seeing you on Wednesday 25th September.

Yours sincerely,

The Friends of Banks Road committee.

Sarah Stephenson, Beth Benton, Alex Vass, Sam Whyld

I/ We shall be attending the Friends AGM on Wednesday 25th September 2019 at 6.45 pm

Name:

Childs Name: Class:

NOMINATION FOR OFFICER/ MEMBER OF THE PTA COMMITTEE

I nominate

For the position of Chair/ Vice Chair/ Secretary/ Treasurer/ Committee Member (please circle one)

Proposer: Seconder:
(please sign and print name) (please sign and print name)

I agree to my nomination for the position of
(print name) (state position you wish to stand for)

Signed: Date: