Friends of Shortlanesend School (PTA)

Parent Teacher Association

# Registered Charity No. 1106602

Dear Parents/Carers, Date: 14th September 2018

## Pasty and Cyder Evening, incorporating the PTA Annual General Meeting (AGM)

I hereby give notice of the AGM of the Shortlanesend School PTA (FOSS), to be held on Wednesday 17th October 2018. The evening will commence at 5:30pm. We anticipate that the AGM should last approximately 30 minutes. There will also be a short discussion regarding events to be planned for the forthcoming academic year, we do anticipate being finished by 6:30pm

**The number of people present must be at least three times the elected committee members in office, therefore without the support and attendance of at least 9 parents at the AGM, the PTA will no longer be able to run under the rules of our constitution.**

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.

We currently have a small PTA Committee willing to represent the association throughout the forthcoming academic year, but are looking for a new Secretary and (possibly) Assistant Secretary to help with the running and organisation of meetings and events. Nominations for any posts are welcomed (including Chair) and should be sent in advance of the AGM to the school.

The AGM is an opportunity for you to meet your new committee, ask any questions, and put forward any thoughts and ideas for the coming year.

If you would like any further information about what is involved in being a Committee Member, please email secretary@shortlanesend.cornwall.sch.uk. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity.

Please return the slips below as soon as possible, or by 12th October at the latest.

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

Regards

Barry Hilton

***Chair***

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

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

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#### NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

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.

Nominee ……………………………………………

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [mark one]

Proposer …………………………………………… Seconder ……………………………………

[please sign and print name] [please sign and print name]

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

Signed …………………………………………. Date …………………………….