

Hendreds C of E Primary School
Friends of the Hendreds (PTA)
Registered Charity No. 1096172
Date: 7 October, 2019

Dear Parents

FoTH Annual General Meeting (AGM)

I hereby give notice of the AGM of the Hendreds C of E School PTA (FoTH), to be held on Wednesday, November 13, 2018. The evening will commence at 6.30pm with wine and cheese, followed by the PTA Annual General Meeting in the school hall. We anticipate that the AGM should last approximately 90 minutes.

The PTA plays a vital part in the school community and all parents, as automatic 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, to participate in choosing the events and activities for the year to come, and to hear valuable insights from the Head Teacher regarding the school and your child's education.

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 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 speak to Blythe Burton-Teed or any other committee members, or see the documents on Classlist or in the school office detailing the roles of each position.

If you have a nomination or would like to throw your own hat into the ring, please return the slips below as soon as possible, or by **12th November** at the latest. Please note that during the meeting there will not be any pressure applied to you to run for an official position or even to become a more active member of FoTH. We understand that we are all trying our best and have prioritised our time as best we can.

We look forward to seeing you on Wednesday 13 November 2019. If you are unable to attend but have input for the committee, please feel free to chat, call, or message us.

Kind Regards,

Blythe Burton-Teed

Chair, FoTH



I/We SHALL or SHALL NOT (please circle) be attending the AGM on November 13th (6:30pm for 7:00pm).

Signed Print name

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

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]

agree to my nomination for the position of

Signed Date