



Monks Orchard PTA

Email: monkspta@gmail.com

PTA Annual General Meeting (AGM)

Thursday 1st February 2018 at 6:30pm

Dear Parents and Carers

I hereby give notice of the AGM of the Monks Orchard Primary School PTA, to be held on Thursday 1st February 2018 at 6:30pm in the school hall. I anticipate that the AGM should last approximately 30 minutes.

The PTA plays a vital part in the school community by hosting events to raise essential funds for school projects. The AGM is your chance to hear how the money raised over the last year has been used for the benefit of the children at our school.

The AGM is also an opportunity 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 members willing to stand for re-election and for anyone wishing to become a Committee Member for the first time. Please return reply slips to the grey PTA box in the office reception by Tuesday 30th January 2018.

If you would like any further information about what is involved in being a Committee Member, please come and speak to one of the committee – myself, Priya Nair, Sapana Patel, Sarah-Jane Celeste, Andrea Allen, Charlene McLaren, Pui Smith, Jenny Wong, Julie Barnard, Anastasia Adu-Gyamfi, Katharine Nasamu or Mrs Walker in year 3. Alternatively email us at the above address to find out more about the PTA.

As a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination slip, please read the Charity Commission publication 'The Essential Trustee – What you need to know'. A copy of the booklet is available to view online at the Charity Commission website - www.charity-commission.gov.uk under the publications section.

N Woodhouse (Chair of PTA)

Registered Charity no 1023506

I/we shall be attending the AGM on Thursday 1ST February 2018.

Signed..... Date.....

NOMINATION FOR OFFICER/COMMITTEE MEMBER OF THE PTA

Nominee
For position of: Chair/Secretary/Treasurer/Vice Chair/Committee Member
[Please circle one]

Proposer..... Secunder.....

I agree to my nomination for the position of

Signed..... Date.....