



Wigginton Primary School Parent Teacher Association

Monday 7th October 2024

Dear Parents/Carers

PTA Annual General Meeting (AGM)

I hereby give notice of the AGM of the Wigginton Primary School PTA, to be held on **Tuesday 12th November**. The meeting will take place at Wigginton Primary School. We invite you to the PTA Annual General Meeting at 7:00pm. We anticipate that the AGM should last approximately 10 minutes. This will be followed by a regular committee meeting.

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. In order for the PTA to continue we need as many parents and carers to attend the AGM as possible. Please attend if you can.

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 myself or Paul Laycock. Our PTA is a registered charity. The trustees are Paul Laycock and Jessie Secker. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know'. This is available at <http://www.charitycommission.gov.uk/publications/cc3.asp>.

Please return the slip below to school as soon as possible, or by Monday 4th November at the very latest. We look forward to seeing you on the 12th November.

Regards
Jessie Secker – **PTA Chair**



I/We shall/shall not be attending the PTA AGM Evening on Thursday 12th November

Signed Print Name.....

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

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

Proposer Seconded
[please sign and print name] [please sign and print name]

I agree to my nomination for the position of

Signed Date