



Tuesday, 16 May 2023

Dear Parents/Carers

PTA Emergency General Meeting (EGM)

I write to inform you that I have given the committee my resignation from the role of Chair effective from the end of this academic year from when I will no longer be eligible to reside on the committee as I will no longer have a child at the school.

We also have the vacancy of Treasurer as Stu Hopson has resigned effective immediately.

As a result of my resignation, we also require one more trustee. A registered charity requires a minimum of 3 trustees.

The committee has voted in favour of calling an Emergency General Meeting to allow the opportunity to find a new Chair and Treasurer to start the new academic year. We already have events planned for 2023/24 so it is imperative that the committee is in the best place in September to drive forward.

I hereby give notice of the EGM of the Wigginton Primary School PTA, to be held on Thursday 29th June. The meeting will take place at Wigginton Primary School and commence at 7pm. We anticipate that the EGM should last approximately 20 minutes and 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 association the committee represents, are encouraged to attend the EGM.

Nominations should be sent in advance of the EGM for the roles of Chair and Treasurer only.

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, Jessie Secker and Alice Burton.

This meeting does not replace the Annual General Meeting (AGM) in November where our committee members step down and the nomination process takes place.

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 as soon as possible, or by Monday 19th June at the very latest to the school office.

We look forward to seeing you on Thursday 29th June.

Kind regards

Alice Burton
Chair

EGM Slip

I/We shall/shall not be attending the PTA EGM on Thursday 29th June 7pm

Signed Print Name.....

NOMINATION

Nominee

Chair/Treasurer
[please mark one]

Proposer

Secunder
[please sign and print name]

I agree to my nomination for the position of

SignedDate