

Dear Parents/ Carers

Date: 9<sup>th</sup> November 2020

**PTA Annual General Meeting (AGM)**

I hereby give notice of the AGM of the Wigginton Primary School PTA, to be held on Tuesday 8<sup>th</sup> December. The meeting will take place online via Zoom. The evening will commence at 7.30pm with the PTA Annual General Meeting. 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/ carers, 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.

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, Lindsey Male, Jessie Secker and Alice Burton.

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 30<sup>th</sup> November at the very latest. Please put it in the marked box in the office reception area. Where-ever possible please avoid sending returned forms in via the class teacher.

When we have received your attendance, we will send you the meeting ID and passcode via email.

We look forward to seeing you on the 8<sup>th</sup> December.

Regards

Jessie Secker

**Chair**



I/We shall/shall not be attending the PTA AGM Evening on Tuesday 8<sup>th</sup> December

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

Email address: .....

**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 .....