

**Wigginton Primary School  
Parent Teacher Association**

Dear Parents

Date: 24<sup>th</sup> September 2018

**PTA Annual General Meeting (AGM)**

I hereby give notice of the AGM of the Wigginton Primary School PTA, to be held on Thursday 8th November 2018. The evening will commence at 7.30pm with the PTA Annual General Meeting in the staff room. We anticipate that the AGM should last approximately 10 minutes. This will be followed by a regular committee meeting to discuss events leading up to Christmas.

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/students 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 now a registered charity. The trustees are Paul Laycock, Billie Cameron, Lindsey Male and Michelle Bowling. 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 Thursday 1st November at the very latest.

We look forward to seeing you on the 8th November.

Regards

Billie Cameron  
**Chair**

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

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

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**NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE**

Nominee .....

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

Proposer ..... Secondor .....  
[please sign and print name] [please sign and print name]

I ..... agree to my nomination for the position of .....