

# Langley Primary School PTA

Registered Charity No. 702301



Dear Parents

Date: 18<sup>TH</sup> July 2019

## **Cheese and Wine Evening, incorporating the PTA Annual General Meeting (AGM)**

I hereby give notice of the AGM of the Langley Primary School PTA, to be held on Wednesday 25<sup>th</sup> September. The evening will commence at 7pm with the PTA Annual General Meeting. Cheese and Wine will also be served during the evening which will take place in the Hive (White Building). We anticipate that the AGM should last approximately 1 hour.

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 Chair and Vice Chair, to represent the association throughout the forthcoming academic year. If you do not wish to take on any of the roles to be voted on, you can still become an 'ordinary committee member'.

If you would like any further information about what is involved in being a Chair or Vice Chair, please speak to Lucie Scott. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know'. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Please return the slips below as soon as possible, or by 13<sup>th</sup> September at the latest.

We look forward to seeing you on 25<sup>th</sup> September.

Regards

**Langley Primary PTA**



I/We shall/shall not be attending the Cheese and Wine and AGM Evening on 25<sup>th</sup> September.

I wish to be put forward for the role of Chair/Vice Chair/Ordinary Committee Member [mark one]

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

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

Nominee .....

For position of: Chair/Vice Chair/Ordinary Committee Member [mark one]

Proposer .....

[please sign and print name]

Seconder .....

[please sign and print name]

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

Signed .....

Date .....