

Date: 13th October 2024

Dear Parents,

## The PTFA Annual General Meeting (AGM)

We would like to give notice of the AGM of the Chadsmead Primary PTFA, to be held on **Wednesday 6th November 2024**. The evening will start at **6:30pm** with the PTFA Annual General Meeting, tea and coffee provided, in the school hall.

The PTFA plays a vital part in the school community and all parents, as members of the PTFA, 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 PTFA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again, but should inform the PTFA of their intention to stay in the role.

Please be aware that **WE REQUIRE AT LEAST A TREASURER, CHAIR AND SECRETARY AT ALL TIMES TO KEEP OUR PTFA RUNNING**. Please do consider helping in any way to spread the amount of work required; we aim to make the running of our PTFA as smooth and simple as possible. **Due to changes in circumstances we have a number of members leaving this year and we would ideally like to replace them asap with a handover.**

If you would like any further information about being a Committee Member, please email us on [ptfa@chadsmead.staffs.sch.uk](mailto:ptfa@chadsmead.staffs.sch.uk). As is standard with PTFA's, all committee members automatically become Trustees of the Association.

Please return the slips below by 6th November 2024 at the latest to the school office or email the PTA email address [ptfa@chadsmead.staffs.sch.uk](mailto:ptfa@chadsmead.staffs.sch.uk)

We look forward to seeing you on **Wednesday 6th November at 6:30pm**.

Kind Regards,  
Zoe Heathcote  
Chair of Chadsmead PTFA



I/We shall/shall not be attending the PTFA AGM Evening on Monday 9th October

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

## NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee .....

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

Nominated by ..... Seconded by .....  
[Please sign and print name] [Please sign and print name]

I ..... (nominee name) agree to my nomination for the position of .....

Signed ..... Date .....