

Chadsmead Primary Academy PTFA  
Friday Acre  
Lichfield  
WS13 7HJ

5<sup>th</sup> January 2026

Dear Parents, Carers, and Friends,

**Re: Notice of PTFA Extraordinary General Meeting**

We would like to inform you that an **Extraordinary General Meeting (EGM)** of the **Chadsmead PTFA** will be held on:

**Date:** Tuesday 27<sup>th</sup> January 2026

**Time:** 6pm

**Location:** KS2 School Hall

This EGM has been called in accordance with the PTFA constitution to address the following matter(s):

- Election of new committee members, including Chair, Treasurer, and Secretary]

The current PTFA Committee are standing down due to work and family commitments and we are appealing for a new group of Parents and Friends of the school to form a new committee and continue the fund raising work in organising events for the children and the community.

Your participation is extremely important. The PTFA plays a vital role in supporting our school community—organising events, raising funds, and contributing to projects that benefit all pupils. These events include the school discos, Bingo, Halloween Trails and the annual Summer and Christmas Fairs all which may not happen in the future without a new committee in place.

For the PTFA to continue its work, we need a minimum number of attendees to meet quorum and, where applicable, fill vacant committee roles.

If you are interested in standing for a committee position or would like more information about what the roles involve, please contact us at [ptfa@chadsmead.staffs.sch.uk](mailto:ptfa@chadsmead.staffs.sch.uk) before the meeting. We strongly encourage all parents, carers, and friends of the school to attend. Your support helps ensure the continued success of the PTFA and the opportunities it provides for our children.

Thank you for your time, and we hope to see many of you at the meeting.

Kind regards,  
**Gavin McAndrew - Chair**  
**Chadsmead Primary Academy PTFA**