

## PTA News

Dear Parents, Carers and Teachers,

I am writing to invite you all to our PTA Annual General Meeting (AGM) on Monday 26<sup>th</sup> March at 6pm in our school hall.

This is a really important meeting and I encourage as many of you as possible to attend and support it. We are holding it in the evening to give you all the opportunity to attend. We are hoping that by giving you advance notice that you will be able to arrange childcare and add this date to your diary.

At this meeting we will have two main items on our agenda. The first is to appoint people into various roles in our committee. These roles are essential to the development, sustainability and future of our PTA. Please have a think about whether any of the roles are of interest to you and feel free to ask me any questions about them. If elected in, we ask that you commit to a full year in your role.

- **Vice Chair** - to support the chair in all aspects of their role and to ensure the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA.
- **Secretary** - take minutes during meetings and type these up, to ensure effective communication links between committee members and between the PTA and the school
- **Treasurer** - maintain all up to date records of PTA financial transactions
- **Publicity Officer** - to communicate and promote the work of the PTA within our school, churches and local community
- **Class and Staff Representatives**- to attend PTA meetings, get involved in planning, owning and running events

In order for our PTA to continue to be a success it is vital that all of these roles are filled. You can only be elected/voted in to a role if you

attend the meeting. Unfortunately we cannot accept nominations without that person being present.

The second item on our agenda is the school summer fair. The summer fair is always very well attended and an event that the whole school very much looks forward to each year we have one.

Please feel free to ask me any questions. I can be found in the school playground during afternoon pick up or you can leave a message for me at the office.

Kindest Regards

Emma Khatib

Chair of PTA

Parent of Harry (Y5), Eden (Y3), Jackson (N)