



Tuesday 29th September 2026

Invitation to the ChaPTA Annual General Meeting (AGM)

Dear Parents and Carers,

We would like to invite any parents and carers who are interested in joining or finding out more about our Parent Teacher Association, chaPTA, to attend our Annual General Meeting (AGM) on Monday 12th October at 9am.

The PTA plays a vital role in our school community, helping to raise valuable funds that enhance educational experiences for our children, whilst also bringing families together through a range of enjoyable events and activities.

During the meeting, we will:

- Celebrate the achievements of chaPTA over the last year.
- Share how funds raised were spent to benefit the school and pupils.
- Discuss upcoming diary dates and events.
- Explore new opportunities for fundraising and community engagement.
- Review and elect committee roles and responsibilities for the coming year.

Committee roles

As part of the AGM, we will be looking to establish our committee for the year ahead. The key roles include:

Chairperson

Helps to lead the PTA, supports the committee in planning and organising activities, chairs meetings and works closely with school to help develop the PTA's plans and priorities.

Vice Chairperson

Supports the Chairperson and helps to coordinate the committee and events. They can step in to support or lead when the Chairperson is unavailable.

Treasurer

Oversees the PTA's finances, including keeping accurate financial records, monitoring income and expenditure, supporting the budgeting of events and providing financial updates to the committee.

Secretary

Helps to organise meetings, communicate with committee members, keep a record of key decisions and actions, and support the general administration of the PTA.

General Committee Members

Support the wider work of chaPTA by contributing ideas, helping to plan and run events, supporting fundraising activities and getting involved in decisions about how funds can best benefit our children and school.

You do not need to have previous PTA or committee experience to take on a role. The committee will work together, and support will be available to anyone who would like to get involved.

There will be an opportunity during the AGM for parents and carers to nominate someone for a committee role or nominate themselves.

You may wish to think beforehand about whether there is a role you would be interested in taking on. Equally, if you know another parent or carer who you feel would be well suited to a particular role, you will be able to nominate them at the meeting.

We would also like to take this opportunity to say a huge thank you to everyone who supported chaPTA last year. Whether you volunteered at events, donated prizes, helped behind the scenes or attended meetings, your support was greatly appreciated and helped to make a real difference.

As we plan for the year ahead, we would love to welcome some new faces and build a wider network of support. We understand that family life is busy and that not everyone can commit to attending every meeting or event. There are several ways you can get involved:

- Join the committee in either a nominated role or as a general committee member.
- Volunteer on an ad hoc basis when support is needed for specific events throughout the year.
- Help make community links by recommending local businesses or organisations that may be willing to support our events, donate prizes or contribute in other ways.

Every contribution, no matter how big or small, makes a difference. We would love to have as many parents and carers involved as possible and look forward to sharing our plans for the year ahead with you.

If you have any questions or would like to discuss getting involved, please contact me directly at a.webb@cvps.omegamat.co.uk.

We hope to see you there.

Kind regards,
Miss Webb
Acting Deputy Headteacher

