

Orton C of E School
The Friends of Orton School
Registered Charity No. 1048683

Dear Parents

Date: 6th September 2019

The Friends of Orton School - Annual General Meeting (AGM)

I hereby give notice of the AGM of The Friends of Orton School, to be held on Tuesday 17th September at Orton School. The evening will commence at 6pm with the Annual General Meeting and we anticipate that the AGM should last approximately 30 minutes.

The Friends of Orton School 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 at our school.

The AGM is also an opportunity for you to elect the Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time.

Please note that the Chairman and Vice Chairman will not be standing for office again, so in order for the charity to continue, legally there needs to be a replacement for each post.

If you would like any further information about what is involved in being a Committee Member, please speak to Julie Watson, Nicola Pratt, Richard Percival or Megan Cotton-Dew. 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'. A copy of the booklet is online at www.gov.uk

Please return the slips below as soon as possible, or by Friday 13th September at the latest.

We look forward to seeing you all on the 17th of September.

Regards

Julie Watson
Chairman



I/We shall/shall not be attending the AGM on Tuesday 17th September at 6pm

Signed Print Name.....

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee Chairman

Nominee Vice Chair

Nominee Treasurer

Nominee Secretary

Proposer

[please sign and print name]

Seconder

[please sign and print name]