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

Dear Parents, Carers and Community   Date: 6th October 2022

I hereby give notice of the AGM of The Friends of Orton School, to be held on Monday 17th October at Orton School. The evening will commence at 7pm 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 and carers, 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 we are looking for a new Treasurer. If this is a role to suit your skills, please consider standing. We are always welcoming.

If you would like any further information about what is involved in being a Committee Member, please speak to Joanna Hayward, Angela Tyson, Vicki Capstick, Rebecca Shelton 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 14th October at the latest.

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

Regards

Joanna Hayward
Chairman

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I/We shall/shall not be attending the AGM on Monday 17th October at 7pm

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

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NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee Chairman …………………………………………
Nominee Vice Chair …………………………………………
Nominee Treasurer …………………………………………
Nominee Secretary …………………………………………

Proposer ………………………………………   Seconder ……………………………………
   [please sign and print name]   [please sign and print name]