



St Catherine's PTFA

Highdown Drive, Littlehampton, West Sussex BN17 6HL

Email: pta@stcathprimary.co.uk

FB: St Catherines Catholic Primary School
Littlehampton - PTFA



Dear Parents, Teachers, Carers and Friends,

This letter is to give notice of the Annual General Meeting (AGM) of St Catherine's Catholic Primary School PTFA, which will be held on Wednesday 26th November at 2.45pm in the Cana Room.

The PTFA plays a vital role in our school community, and as all parents and staff are members, we warmly invite you to attend and support the AGM. This is a wonderful opportunity to hear how the funds you have helped to raise have been used to benefit the children at our school.

The AGM is also the time when we elect the PTFA Committee for the forthcoming year. All positions are open to be filled.

- Nominations should be submitted in advance by anyone wishing to stand as an Officer or Ordinary Committee Member for the first time.
- Existing committee members who wish to stand for re-election do not need to be nominated again but should inform the PTFA of their intention to continue in their role.

Please note: The roles of Chair and Vice Chair will both need to be filled this year, as these positions are becoming vacant. We strongly encourage anyone interested in helping to lead and support the PTFA to consider putting themselves forward for these important roles.

PTFA Roles:

Chairperson – Provides leadership by directing meetings, ensuring open communication, and delegating tasks to help the committee achieve its goals.

Vice Chairperson – Supports the Chair in leading the committee, chairs meetings in their absence, helps prepare agendas, liaises with sub-committees, and strengthens communication between the school and the PTFA.

Secretary – Maintains accurate records and supports effective communication between the school and the PTFA.

Communications Officer – Assists the Secretary with emails, newsletters, social media updates, and general PTFA promotion.

Website Officer – Builds, updates, and maintains the PTFA website.

Grants Officer – Researches and applies for relevant grants to support PTFA projects.

Raffle Officer – Sources raffle prizes and coordinates ticket sales and prize distribution.

Events Coordinators (x2) – Plans and organises PTFA events throughout the year.



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Preloved Uniform Coordinator – Sorts, organises, and sells preloved school uniform.

Class Representatives – Liaise with other parents and teaching staff to enhance learning experiences, and coordinate collections for teacher gifts at Christmas and end of year.

If you would like to apply for a role on the PTFA Committee, please return the slip below by Friday 22nd November to the box in the foyer.

We look forward to seeing you at the AGM and to welcoming both new and returning members to the team.

Kind regards,
Helen Lincoln
PTFA Chair

I/We shall/shall not be attending the AGM Evening on Wednesday 26th November.

Signed

Print Name

NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE

NomineeFor position of:

Nominated by Seconded by

[Please sign and print name]

I (nominee name) agree to my nomination for the position of

Signed Date