



St Catherine's PTA

Highdown Drive, Littlehampton, West Sussex BN17 6HL

Email: pta@stcathprimary.co.uk

Dear Parents, Carers and Friends,

This letter is regarding the PTFA Annual General Meeting (AGM)

We would like to give notice of the AGM of St Catherine's Catholic Primary Schools PTFA to be held on Tuesday 6th October. The meeting will start at 9am at the school. Meet in the foyer after drop off.

The PTFA plays a vital part in the school community and all parents, as members of the PTFA, 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/pupils at our school.

The AGM is also an opportunity for you to elect the PTFA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTFA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to Matthew Bridger or Natalie Heyward, alternatively you can email us at pta@stcathprimary.co.uk

Please return the slips below as soon as possible, or by Friday 2nd October at the latest to the box in the foyer.

We look forward to seeing you.

Kind Regards,

Matt Bridger
PTFA Chairman

I/We shall/shall not be attending the AGM Morning on Tuesday 6th October

Signed

Print Name

NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE

NomineeFor position of: Chair/Treasurer/Secretary/Other Officer/Ordinary
Committee Member [Circle one]

Nominated by

Seconded by

[Please sign and print name]

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

Signed

Date