



# St Catherine's PTA



Highdown Drive, Littlehampton, West Sussex BN17 6HL

Email: [pta@stcathprimary.co.uk](mailto:pta@stcathprimary.co.uk)

12 September 2023

Dear Parents, Carers and Friends,

This letter is regarding the PTA Annual General Meeting (AGM).

We would like to give notice of the AGM of St Catherine's Catholic Primary School's PTA to be held on Thursday 19<sup>th</sup> October. The meeting will start at 3.20pm in the school hall.

The PTA 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 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 PTA 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 PTA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to Helen Lincoln, Kayleigh Hunter or Mrs Ward.

Please return the slips below as soon as possible, or by Monday 16<sup>th</sup> October at the latest, to the box in the foyer of the school.

We look forward to seeing you.

Kind Regards,

Helen Lincoln  
PTA Chairman

I/We shall/shall not be attending the AGM Evening on Thursday 19<sup>th</sup> October

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

## NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

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

Nominated by ..... Seconded by .....  
[Please sign and print name]

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

Signed ..... Date .....