

**Pensby High School
Parent Teacher Association/ FOPHS**

29th September 2016

Dear Parents / Carers

PTA Annual General Meeting (AGM)

I hereby give notice of the AGM of the Pensby High School PTA/FOPHS, to be held on TUESDAY 11th OCTOBER. The evening will commence at 6.30pm with the PTA Annual General Meeting in the hall, followed by a meeting to discuss forthcoming events, refreshments will be available. We anticipate that the AGM should last approximately 10 minutes.

FOPHS/PTA plays a vital part in the school community, all parents and staff as members of the PTA/FOPHS, 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/students at our school.

The AGM is also an opportunity for you to elect the Committee, to represent the association throughout the forthcoming 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.

Current Committee Members:

Chair	Mrs Alison Challoner
Vice Chair	Mrs Clair Acock
Secretary	Mrs Kamala Levers
Treasurer	Mr Andy Jones – Leaving after new Treasurer appointed
50/50 Club	Mrs Suzy Smallwood

If you would like any further information about what is involved in being a Committee Member, please contact Alison Challoner via school. As we are a registered charity, all committee members automatically become Trustees of the Charity.

Please return the slips below by 7th October at the latest.

Regards

Alison Challoner

Chair

I / We shall be attending the AGM Evening on Tuesday 11th October

Signed Print Name.....

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Vice-Chair/ Secretary/Treasurer/Committee Member [please mark one]

Proposer.....

Secunder

[please sign and print name]

[please sign and print name]

I agree to my nomination for the position of

Signed

Date