



Shaftesbury Abbey CE VA Primary School PTFA

St James' Street, Shaftesbury, Dorset. SP7 8HQ. Email: abbeyschoolptfa@gmail.com
Registered Charity Number:- 1062348



12th July 2021

Dear Parents, Carers, Staff and Friends

Cheese and Wine Evening, incorporating the PTFA Annual General Meeting (AGM)

We hereby give notice of the AGM of the Shaftesbury Abbey CE VA Primary School PTFA to be held on **Thursday 30th September 2021** in the School Hall. The evening will commence at 7.30pm with the PTFA Annual General Meeting, followed by a Cheese and Wine evening. We anticipate that the AGM should last approximately 10 minutes.

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 at our school.

The AGM is also an opportunity for you to elect the PTFA 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 a Committee Member, for the first time.

If you would like any further information about what is involved in being a Committee Member, please speak to our current Chair Sarah Adams. As our PTFA 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 held in the school reception area.

Please return the slips below as soon as possible, or by Monday 20th September 2021 at the latest.

We look forward to seeing you on the 30th September.

Regards

Chair

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I/We shall/shall not be attending the Cheese and Wine and AGM Evening on Thursday 30th September 2021

Signed:- _____ Print Name:- :- _____

..... NOMINATION FOR OFFICER OF THE PTFA COMMITTEE

Nominee:- :- _____
For position of: Chair/Vice Chair/Secretary/Treasurer [mark one]

Proposer:- _____ [please sign and print name] Second:- _____ [please sign and print name]

I _____ agree to my nomination for the position of _____

Signed:- _____ Date:- _____