

Thomas Hall School Parent Teacher Friends Association (PTFA)

Date: September 2024

<https://thomashallptfa.square.site>

Dear Parents/Carers and Staff (our PTFA Members)

PTFA Annual General Meeting (AGM)

On behalf of the PTFA, I would like to welcome all new families and returning families at the start of this new academic year.

We would like to take this opportunity to give notice of the next Annual General Meeting (AGM) of the Thomas Hall School PTFA. This will be held:

Date: 27th September

Time : 2pm

Location : School library (found opposite the school office/reception)

Please find the agenda at the end of this communication.

The PTFA plays a vital part in the school community and all current parents/carers and staff (as automatic members of the PTFA) are invited and encouraged to attend the AGM. This is your chance to hear about our activity over the past year and how the funds (£5.8k) you have helped to raise have been used for the benefit of the children at our school. It is also your opportunity to elect the PTFA Committee for the forthcoming year.

At the AGM, all current committee members step down and the new committee are duly elected. The new committee may consist of those wishing to stand for re-election or new members from our school community who wish to put themselves forward.

For information - our current Chair, Treasurer and Secretary are not intending to stand for re-election. *However please note, members can be nominated for **any** role on the committee. Re-election of those already in place is not presumed.*

The nine committee roles to be voted in at the AGM are:-

Officer Roles

- Chair
- Treasurer
- Secretary

Other roles

- Events Coordinator
- Up to five ordinary committee members - Specific roles and responsibilities for these committee members will be agreed by the new committee following the AGM. But

could include supporting with communications, website maintenance, community building activities.

Please note co/joint held roles will be considered for any of the named roles but overall committee numbers are not to exceed 9.

All committee members are equally responsible and accountable for the running of the committee. If any official Officer Roles (i.e Chair, Treasurer or Secretary) are not filled at the AGM it will be the responsibility of those who are voted in to ensure the smooth running of the association.

We need at least two people to be voted in for the AGM to be successful. Failure to do so could result in the Committee looking to disband the PTFA, which would be a huge loss in terms of the events and the funds they generate.

For those wishing to stand for the first time, nominations should be sent in advance of the AGM using the slip provided below. *Nominations for election to the committee may be made by any member and seconded by another - however such nominations must have the consent of the nominee.*

If no nominations are received before the AGM, any members present at the meeting may nominate another person present (with their consent). A majority vote of those present is required to approve the appointment.

If you would like any further information about being a committee member or what any of the committee roles entail then please feel free to contact myself or any of our current committee via email at thomashallptfa@gmail.com.

If you don't wish to be on the Committee but would like to be involved with the work of the PTFA then there are lots of other ways you can volunteer throughout the year, from baking a cake to helping organise/run one of our larger events. This extra help is vital and we are always grateful for any contributions people can make.

If you wish to make a nomination to the committee please return the slip below as soon as possible, or by **26th September 2024** at the latest, to the PTFA email address (thomashallptfa@gmail.com) - *by sending an image of the completed slip.*

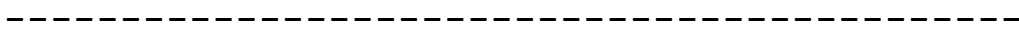
At the AGM in September 2022 the schools then named 'Avanti Hall' PTFA adopted by a majority vote the [Parentkind Model Constitution](#), which is still followed.

However since then we have had a change of school name and subsequently association name. We are not proposing any changes to the constitution but wish to update it to reflect our change in name to Thomas Hall School PTFA. This will also be undertaken and witnessed at the AGM.

Please do join us at the AGM on **27th September**, all are welcome.

Kind Regards,

Natalie Waldron
Chair - Thomas Hall School PTFA



NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Events Coordinator/Ordinary Committee Member

[Circle one]

Nominated by [Please
sign and print name]

Seconded by [Please
sign and print name]

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

.....

Signed

Date

.....

Thomas Hall School PTFA Meeting Agenda

Meeting:	Annual General Meeting
Location:	Thomas Hall School - Library
Date:	27th September 2024
Time:	2pm - 3pm

Agenda items

- 1: Apologies for absence from current committee
- 2: [Minutes of the Annual General Meeting held on](#) (26th September 2023)
- 3: Matters/Action arising from the Minutes - assigning roles
- 4: Chair's Report for 2023/2024
- 5: Treasurer's Report for 2023/2024
6. Updating PTFA name on the constitution
- 7: Stepping down of current committee
- 8: Election of Officers and ordinary members onto the Committee
- 9: Any other business

