

Thomas Hall School Parent Teacher Friends Association (PTFA)

Date: August 2023

Dear Parents/Carers

PTFA Annual General Meeting (AGM)

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

Date: 26th September

Time : 2pm

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

Details of the current agenda can be found using the following link - [AGM Agenda](#)

The PTFA plays a vital part in the school community and all current parents/carers (as automatic members of the PTFA) are invited to support the AGM. This is your chance to see and hear 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, who will represent the association throughout the forthcoming year.

Nominations should be sent in advance of the AGM for anyone wishing to stand for the first time as an Officer (official role - Chair, Treasurer or Secretary) or an Ordinary Committee Member (those who work alongside and support the Officers), using the slip provided below. *Nominations for election to the committee may be made by any member of the association and seconded by another - however such nominations must have the consent of the nominee.* 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 no nominations are received before the AGM, any members present may nominate a person (with their consent) and that person may be appointed by a majority vote of those present.

Our current structure along with details of the current Committee members roles and responsibilities can be found here - [Roles and Responsibilities](#)

Currently we are aware that the following committee roles will become vacant at the AGM as the current committee members step down:

- Co-Chair
- Events Lead

*However please note members can be nominated for **any** of the Officer roles on the committee. Re-election of those already in place is not presumed.*

If more than one person is interested in, and willing to share, the responsibility of a role then could be facilitated. However we aim to limit the committee members to 10 to ensure workability.

If you would like any further information about being a Committee Member or what any of the Committee roles entail then please speak with Anna Casey or Leone Ellis (our current Co-Chairs) directly. They can also be contacted 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 **25th September 2023** at the latest, to the PTFA email address (thomashallptfa@gmail.com) - *by sending an image of the completed slip.*

We look forward to seeing you at the AGM on **26th September**. All are welcome.

Kind Regards,

Natalie Waldron

Secretary

Thomas Hall School PTFA

<https://thomashallptfa.square.site>



NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Other Officer/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