



**Swallowfield Primary School
Parent, Teacher and Friends Association
Registered Charity No. 1082952**

Date: September 2023

Dear Parents, Teachers, and Friends,

PTFA Annual General Meeting (AGM) 20th September 2023

We would like to give notice of the AGM of the Swallowfield Primary School Parents, Teachers and Friends Association to be held on Wednesday 20th September 2023. The evening will be in the school hall and will start at 7:30 p.m. with the PTFA Annual General Meeting starting at 8:00 p.m..

The PTFA plays a vital part in the school community and all parents and teachers, 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/students at our school and learn about our funding targets for the 2023-2024 school year.

The AGM is also an opportunity for you to elect the PTFA 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 PTFA of their intention to stay in their role.

The roles available for election are:

OFFICERS

Chair – currently held by Danielle Boynett (parent to children in Year 4 and Year 6 and employee of Busy Bees Nursery). Danielle is standing for re-election.

Vice Chair – currently held by Amy Kershaw (parent to children in Year 4 and Year 6). Amy is standing for re-election.

Treasurer – currently held by Tori Fletcher (parent to children in Year 6 and Fulbrook). Tori is standing down from this role. We have received nominations for Gilly Stafford to be elected to the post (parent to children in Reception and Year 2).

Secretary – currently held by Kate Corke (parent to children in Year 3 and Year 4). Kate is standing for re-election, but the role is one which is suitable to be shared.

ORDINARY COMMITTEE

Nominations are sought for a maximum of five other committee members to be elected. These committee members may be asked to take on specific aspects of the PFTA work (such as external

fundraising; communications; and event planning) but this can be discussed after election to suit the individual's strengths and availability.

All elected committee members will need to be available to attend regular meetings (the PTFA schedule one meeting per half-term, held in the evening).

If you would like any further information about being a Committee Member, please email us at swallowfieldptfa@gmail.com or attend on 20th September 2023 and have a chat with us.

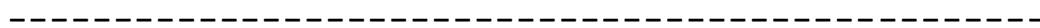
As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know (CC3)'. A copy of the booklet can be found on the Charity Commission website.

Please return the slips below as soon as possible, or by 20 September 2023 at the latest to the PTFA via the school office or email the PTFA email address swallowfieldptfa@gmail.com and mark your email "Nomination for AGM".

We look forward to seeing you on 20th September 2023.

Kind Regards,

The current PTFA committee.



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]

[Please sign and print name]

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

Signed

Date