

Date: 11th October 3.30pm

Dear Parents,

Parent Teacher and Friends Association relaunch - incorporating the PTFA Annual General Meeting (AGM)

We would like to give notice of the AGM of the *St Bede's PTFA*, to be held on *11th October 2023*. The event will start at 3.30pm with the PTFA Annual General Meeting, followed by an opportunity to meet our other members in the school hall.

The PTA 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 can be used for the benefit of the children/students at our school.

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

We would also welcome candidates to hold the roles of 'Class Representative' from each year group.

If you would like any further information about being a Committee Member or Class Rep, please speak to *Mrs Griffiths* or *Jo Benham Brown (Y6 Parent)*. As our intention for our PTFA is to become 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.

