

**Saltash.net Community School**

Dear Parents

Date: 19<sup>th</sup> April 2018

**The PTA Extraordinary General Meeting (EGM)**

I hereby give notice of the EGM of the Saltash.net School PTA, to be held on Tuesday 15<sup>th</sup> May 2018. The existing group, known as "Friends of Saltash" are mostly departing and there is a need to regularise the work of the acting committee and officially elect new officers. The evening will commence at 6.00pm when the Headteacher will be acknowledging the contribution of departing members. We anticipate that the EGM should last approximately 30 minutes to conclude all official business. You will be invited to stay and have refreshments with us after the official business has been concluded.

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the EGM to establish a new committee. This is your chance to meet those who have already served on the committee and learn how funds have so far been raised and distributed. All funds raised are for the benefit of the students at our school.

The EGM is the only opportunity for you to elect the new PTA Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the EGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary 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 Mrs Lesley Porch by email [lporch@saltashcloud.net](mailto:lporch@saltashcloud.net). The school PTA will be applying to become a registered charity in the near future. 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 by Parentkind. Their website address is [www.parentkind.org](http://www.parentkind.org).

Please return the slips below as soon as possible, or by Friday 11<sup>th</sup> May 2018 at the latest.

Regards

Lesley Porch  
PTA School Lead



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I shall be attending the Extraordinary General Meeting evening on Tuesday 15<sup>th</sup> May 2018

Signed ..... Print Name.....

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**NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE**

Nominee .....

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [mark one]

Proposer .....

[Please sign and print name]

Secunder .....

[Please sign and print name]

I ..... agree to my nomination for the position of .....

Signed ..... Date .....