Chosen Hill School

Parent Teacher & Friends of Association

# Registered Charity No. TBC – in registration process

 Date: 18th March 2025

Dear Parents, Staff & Friends of,

## PTFA Annual General Meeting (AGM)

We would like to give notice of the AGM of the Friends of Chosen Hill School, to be held on 28Th April 2025. The meeting will start at 5.30pmand will be held online.

The PTFA 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 have been used for the benefit of the children/students at our school.

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.

We currently have the role of Treasurer available.

If you would like any further information about being a Committee Member, please speak to Beth Staite or Alison Selwyn. As our PTFA is in the process of becoming 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 11th April 2025at the latest to Beth Staite at the school office or email the PTFA email address **friendsofchosenhill@chosen-hill.gloucs.sch.uk**

We look forward to seeing you on 28th April 2025

Kind Regards,

**Beth Staite & Alison Selwyn**

**Co-Chairs of Friends of Chosen Hill School**

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I/We shall/shall not be attending the AGM Evening on 28th April 2025

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

#### Email for meeting online meeting link: ………………………………………………………………………………………….

#### 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 ………………………………….