

**Family and Friends of Coniston primary school
Parent Teacher Association**

Date: 4th
September 2023

Dear Parents,

The PTA Annual General Meeting (AGM)

We would like to give notice of the AGM of the *Family and Friends of Coniston Primary School*, to be held on *Thursday 28th September 2023 at Coniston Community Centre*. The evening will start at 6.30pm with the PTA Annual General Meeting.

The PTA plays a vital part in the school community and all parents, as members of the PTA, 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 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.

If you would like any further information about being a Committee Member, please speak to *Jackie Cookson, Sarah Coombs or Lauren Hawkesby*.

Please return the slips below as soon as possible, or by *15th September 2023* at the latest to the school office or email the PTA email address conistonptfa@gmail.com.

We look forward to seeing you on *Thursday 28th September*.

Kind Regards,
Jackie Cookson, Chair
Sarah Coombs, Vice Chair
Lauren Hawkesby, Secretary



I/We shall/shall not be attending the AGM Evening on *Thursday 28th September*.

Signed

Print Name

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

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Signed

Date