



Date: 27 September 2022

Dear Parents/Guardians/Teachers

Autumn Show, incorporating the Frogmore Infant School PTA Annual General Meeting (AGM)

I hereby give notice of the AGM of the Frogmore Infant School PTA, to be held on Friday 21 October 2022 (at the end of the Autumn Show), a copy of the Proposed Agenda is attached. The AGM will commence at 2:55pm. We anticipate that the AGM should last approximately 15 minutes, after which you will be able to collect your child as usual from the external classroom doors.

The PTA plays a vital part in the school community and all parents/guardians and staff are invited to support the AGM. This is your chance to see and hear how the funds you have helped to raise, have been used for the benefit of the pupils at our school. Further information on this can also be found on our website <https://www.pta-events.co.uk/fis-pta>

The AGM is also an opportunity for you to elect the PTA Committee to represent the association throughout the forthcoming academic year. Nominations should be sent via the school office in advance of the AGM, for both existing committee members willing to stand for re-election and for anyone wishing to stand as Committee Member for the first time.

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'. A copy of the booklet can be found on www.charitycommission.gov.uk/publications/cc3.asp

If you wish to stand for a committee position please complete and return the attached nomination form as soon as possible, or by 2:45pm Friday 21 October 2022 at the latest, to the school office marked for the attention of the PTA.

If you would like any further information about what is involved in being a Committee Member, please speak to the school office so they can put you in contact with one of the existing committee members (Peter Napper, Gemma Jenkins, Laura Beresford, or Mrs King).

We look forward to seeing you on 21 October 2022.

Kind Regards

Peter Napper
Chair