



6 September 2018

Dear Parents,

**Re: PTA Annual General Meeting**

I am writing to remind you that the PTA has our Annual General Meeting on Wednesday 12 Sept, 7pm to be held at the school.

This meeting is a legal requirement and enables us to share our accounts, report on our work and elect your committee. All parents, carers and staff are automatically members of the PTA. To enable the meeting to go ahead we need a minimum of 12 people present. The meeting lasts for a maximum of thirty minutes and refreshments are provided.

As Miss James shared in her welcome letter earlier this week, the school budget this year is tighter than ever, which makes the PTA's fundraising even more important. Please do let us know if you are able to attend, your support is much appreciated.

Kind regards,

Gail Hayes

PTA Chair