



20 May 2019

Dear Parents,

Re: PTA Annual General Meeting

I am writing to remind you that the PTA has our Annual General Meeting on Tuesday 25 June 2019, 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.

We are still seeking volunteers to join the PTA Committee to enable us to continue our important fundraising work. Please do let us know if you feel you might be able to contribute your time and skills.

Kind regards,

Gail Hayes

PTA Chair