



# Friends of Westfield

Watton Westfield Infant and Nursery School PTA  
West Road, Watton, Norfolk, IP25 6AU  
Charity No: 1054992



11<sup>th</sup> September 2018

**PTA – AGM Meeting**  
**Thursday 20<sup>th</sup> September 2018 at 10am in the School Meeting Room**

Dear Parents and Carers,

The PTA Committee for Watton Westfield Infant and Nursery School would like to invite you to join our Annual General Meeting on Thursday the 20<sup>th</sup> September at 10am, to be held in the school meeting room. All parents and carers are welcome to come and see how you can help.

The AGM is an important meeting, not just for the routine business of electing the decision-making committee and approving the accounts, but it also provides a valuable opportunity to reflect on the past year and plan for the coming year and beyond. It is only with the wide and varied support of parents and carers that the PTA can continue to be effective and fulfil its goals.

The format for the morning will consist of:

\*\*Welcomes and introductions, the Chair Person's report to consist of: PTA challenges, PTA insurance, spring/summer achievements, plans for 2018/2019, PTA insurance and the school wish list for 2018/2019.

\*\*The Treasurer's report: Present the end of year reconciliation, the submission of the annual return of charity commission.

\*\*Election of committee members (Chairman, Treasurer, Secretary) for the main committee

\*\*AOB

The PTA welcomes new members who may have new and refreshing fundraising ideas to allow us to continue to provide the children with new experiences and gifts, such as discos, birthday and leaver's books, bake sales, Easter egg hunts and raffles, our annual family fun evening, Christmas fair and meeting Father Christmas! It is vital the school has a strong and willing committee to ensure we can continue to support and reward the children. Without the PTA these events could not happen.

We need your support!

At present the PTA consists of 3 officers, which are Chair, Secretary and Treasurer, who are supported by other parents and staff and meet a couple of times a term, either during the day or evening. The PTA brings together parents, teachers and others from the school community who are interested in supporting the school and providing an opportunity for everyone to work together.

The three main roles of the Committee will also be nominated and voted for at this meeting.

Many Thanks,

*Westfield PTA*

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I would like to like to be a volunteer member of the committee.

Name of Parent:

Child's Name & Year:

Contact Number and E-Mail Address:

**Please return to the school office.**

