Dear Parents/Guardians and Staff,

Whitegate CofE Primary School AGM Notification.
Charity Number: 1096545

We would like to give notice of the AGM of the Whitegate PTA to be held on 11th March 2025. The evening will start at 5:30 pm with the PTA Annual General Meeting, followed by tea and coffee and a chance to share some ideas.

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 be elected or elect others to the PTA committee, showing your support for our new association.

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.

What Is the PTA All About?

The PTA harnesses the power of our brilliant school community, bringing parents, teachers, and friends together to enrich the lives of our children. While fundraising is a big part of what we do, we also contribute to school improvements. Over the years, with your support, we have funded significant projects, including a new school build, astroturf on the playground, and new classroom furniture. This year, we aim to raise **£10,000** towards the final payment for new build project – and we'd love for you to join us in making it happen.

The PTA also proposes new ideas for school facilities, events, and activities, providing a real opportunity to make a difference.

How Does It Work?

When you join the school as a parent or guardian, you automatically become part of the PTA! This means you have the right to:

- Attend meetings

- View minutes and financial updates

- Vote at the AGM

- Nominate yourself to join the PTA Executive Committee

The committee meets 3-4 times a year (one meeting per term, which can be in-person, virtual, or hybrid), and we need at least **10 members** to keep things running. These include key roles such as **President, Chair, Vice-Chair, Secretary, Treasurer, and six committee members**.

The AGM is also an opportunity for you to agree and adopt a constitution, which will form the rules and regulations of our PTA.

Roles & Responsibilities

President

Provides leadership and direction to the PTA, oversees meetings, ensures smooth operations, and represents the PTA to the school community. This role is usually nominated by the committee and is often the Headteacher or a senior staff member.

Chair

Leads committee meetings, ensures inclusivity, and delegates tasks. Works with the Treasurer on financial matters and ensures governance is followed.

Vice-Chair

Supports the Chair and assumes responsibilities in their absence.

Honorary Secretary

Records minutes, maintains PTA records, and ensures GDPR compliance.

Honorary Treasurer

Manages PTA finances, presents financial updates, oversees fundraising records, and ensures compliance with charity regulations.

General Committee Members (Six Places)

Actively support PTA operations, including fundraising, event planning, and communication.

Get Involved!

Please return nomination slips as soon as possible, or by Friday 7th March at the latest, to the school office.

We look forward to seeing you on **11th March**.

Kind Regards,

Ben Ireson
Parent Governor.

Attached: Nominee Form / Last AGM Financial Report / Minutes of Last AGM / Constitution.

Attendance and Nomination Form

Whitegate CofE Primary School AGM.
Charity Number: 1096545

I/We shall/shall not be attending the AGM Evening on *11th March 2025.*

Name:

Signed …………………………………………………………

Please tick here if you would like to volunteer at PTA events ☐

NOMINATION FOR OFFICER/ORDINARY COMMITTEE MEMBER

Nominee Name :

For position of: President / Chair/ Vice Chair / Honorary Secretary/ Honorary Treasurer/ General Committee Member [Circle one]

Proposed By Name :

Signed Proposer……………………………………………………….

Seconded By Name:

Signed Second Proposer …………………………………………………………

I ……………………………… (nominee name) agree to my nomination for the position of

……….

Signed Nominee:………………………………………………………………………………………

Date:

Please return forms to the school office by **7th March 2025.**

Don't forget we are still also looking for a new name for our PTA you can write your suggestions below.