



**PARENT TEACHERS ASSOCIATION**

Date 5<sup>th</sup> July 2010

Dear PTA members

**RE: The PTA AGM**

Notice is hereby given of the PTA AGM to be held on Monday 13th September 2010 @ 7.00pm in the school hall. An agenda is attached.

Please note that all PTA members are entitled to put their name forward for any one of the PTA officer positions (Chairman, Vice Chairman, Treasurer and Secretary) or to be a committee member. We have enclosed an application form for this purpose. Job descriptions and details on being a trustee can be downloaded from the school web site under the PTA section.

All applications are to be returned to the school office by Friday 10th September 2010

Yours sincerely

*Charlotte Cherry*

Chairman



**PARENT TEACHERS ASSOCIATION**

**ANNUAL GENERAL MEETING**

**13 September 2010**

**To be held in the School Hall at 7.00pm**

**AGENDA**

**Ordinary Business**

- 1] Apologies for absence
- 2] Minutes of the last Annual General Meeting
- 3] Matters arising from the Minutes
- 4] Chair's Report for 2009/2010
- 5] Treasurer's Report for the year ending 31 Aug 2010
- 6] Appointment of an Independent Examiner of Accounts for the year ending 31 Aug 2010
- 7] Election of Officers and Trustees of the Committee

Chairman

Vice Chairman

Secretary

Treasurer

Ordinary Committee members

**Any Other Business**

- 8] Other business



## Application For A Committee / Officer Position 2010-11

- Position sought:
- Chairman
- Vice Chairman
- Treasurer
- Secretary
- Committee Member

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby confirm that I am happy to put my name forward for a CRB check

I also accept that I will be registered with the Charity Commission as being a trustee of Salesian College PTA charity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Signature: \_\_\_\_\_