



12th February 2020

Dear Parents,

**Wine and Nibbles Evening, incorporating the Woodland Park Friends Association Annual General Meeting (AGM)**

We would like to give notice of the AGM of WPFA to be held on Tuesday 3<sup>rd</sup> March. The evening will start at 7pm with (a short) Annual General Meeting, followed by Wine and Nibbles in the school hall.

WPFA plays a vital part in the school community and all parents, as members of WPFA, you are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the WPFA Committee, who represent the association throughout the forthcoming year. 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. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to Sarah Dando, Vicky Lowther or Katie Nott. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know (CC3)'. A copy of the booklet can be found on the Charity Commission website.

Please return the slip below by Friday 28 February to the school office.

We look forward to seeing you on Tuesday 3<sup>rd</sup> March.

Kind Regards

*Sarah Dando*

**Sarah Dando Chair**



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I/We shall/shall not be attending the Wine and Nibbles and AGM Evening on *Tuesday 3<sup>rd</sup> March*.

Signed: .....

Print Name: .....

**NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE**

Nominee .....

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]

Nominated by: .....  
[Please sign and print name]

Seconded by: .....  
[Please sign and print name]

I ..... (Nominee name) agree to my nomination for the position of .....

Signed: .....

Date: .....