

21st September 2023

Social Evening & Annual General Meeting (AGM) – Friday 29th September

Dear Parents,

We will be holding our first social meeting of the school year and Annual General Meeting for the *Uphill Primary PTFA* on *Friday 29th September* at *The Ship, Uphill*. The evening will start from 7:30pm in the upper seating area and, drink in hand, we will cover nominations for key roles, celebrate last year's fundraising and look at planned activities & ideas for the year ahead.

The PTFA is a vital part in the school community and all parents, as members of the PTFA, are invited to support the AGM. This is your chance to hear how the funds you help raise are used for the benefit of the children/students and how our activities directly contribute to the children's annual calendar. It's also a great opportunity to meet the team as well as other parents over a drink (or two).

The AGM is also an opportunity for you to elect the PTFA Committee, who represent the association throughout the forthcoming year. Nominations should ideally 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 PTFA of their intention to stay in their role.

The following roles are available:

- Chair
- Deputy Chair
- Treasurer
- Deputy Treasurer
- Secretary
- Committee Member

If you would like any further information about being a Committee Member, please speak to *Vicki Lloyd* or *Kate Sykes* either directly or by emailing contact@uphillprimaryptfa.org.uk. As our PTFA is a registered charity, all committee members become Trustees of the Charity. Please read the Charity Commission publication '[The Essential Trustee – What you need to know \(CC3\)](#)' to find more. A copy of the booklet can be found on the Charity Commission website.

You can let us know if you plan to attend or nominate yourself for a role through this [link](#) or via email to contact@uphillprimaryptfa.org.uk as soon as possible, or by 27th September at the latest.

We look forward to seeing you on *the 29th*!

Kind Regards,

Vicki Lloyd - Chair & Kate Sykes - Vice Chair