

Dear Parents

Date: 14th September 2021

Shirley Junior School Parents Teachers and Friends Association (PTFA) Annual General Meeting (AGM)

We hereby give notice of the AGM of the PTFA to be held on 7th October 2021. The meeting will commence at 7.30pm. We anticipate that the AGM should last approximately an hour. We will hold this meeting via zoom to allow more parents to attend.

The PTFA has been set up by the school and plays a vital part in the school community. All parents are invited to attend the AGM and to join the PTFA. The AGM is also an opportunity for you to elect the PTFA Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, using the attached template for the following roles of Office and Committee Member:

- Co-Chair
- Co-Chair
- Treasurer
- Secretary
- Ordinary Committee Member

If you would like any further information about what is involved in being a Committee Member, please speak to Nicola Howarth, Jen Bleeck, Amanda Webb or Sarah Crookall.

Please return the slip below as soon as possible, or by 6th October at the latest.

We look forward to seeing you on Thursday 7th October

Regards

Nikki & Jen

I /We* shall/shall not* be attending the PTFA AGM at 7.30pm on Thursday 7th October.

Signed: Print Name:

Childs Name: _____

Class: _____

I would like to nominate..... for the role of

* Delete as applicable