

The Firs Lower School
Parent Teacher & Friends Association
Registered Charity No. 1053803



Date: 19 September 2023

Dear Parents,

Parents social evening, incorporating the PTFA Annual General Meeting (AGM)

We would like to give notice of the AGM of the Firs School PTFA, to be held on **Wednesday 11th October 2023**. The evening will start at 7pm with the PTFA Annual General Meeting, followed by complementary Cheese and Wine in the school hall courtesy of the PTFA.

The PTFA plays 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 and see how the funds you have helped to raise have been used for the benefit of the children/students at our school. For the PTFA to continue running we do need **at least 25 people** to attend the meeting. We promise to keep it short and sweet, with more emphasis on the social evening afterwards so that anyone who is new to the school can get the opportunity to meet other parents.

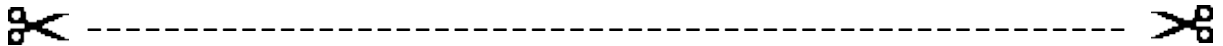
The AGM is also an opportunity for you to elect the PTFA Committee, who represent the association throughout the forthcoming year. **We do need a full new committee this year, including Chair, Secretary and Treasurer.** Nominations should be sent in advance of the AGM for anyone wishing to stand as an 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 PTFA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to Vicki Davies on 07862 240682. As our PTFA is a registered charity, all PTFA Officers 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 6th October at the latest to the PTFA mailbox in school reception or [click here or scan the QR code to reply online](#).

We look forward to seeing you on 11th October.

Kind Regards,
Vicki Davies
PTFA Secretary & Co-Chair



I/We shall/shall not be attending the Parents Social and AGM Evening on Wednesday 11th October

Signed Print Name

NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE

Nominee

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

Nominated by Seconded by
[Please sign and print name] [Please sign and print name]

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

Signed Date

The Firs Lower School PTFA, The Firs Lower School, Station Road, Ampthill, MK45 7QR.
Tel: 01525 402735 | Charity No: 1053803