



**Madley Brook School  
Parent Teacher Association (PTA)**

Chairperson: Kathleen Watson  
Vice-Chair: Sharon Taylor  
Secretary: Nicola Gargan/ Julia Bathgate  
Treasurer: Emma Lutton

Bronze Barrow  
Cedar Drive  
Witney  
Oxon  
OX28 1AR

**Charity Registration Number: 1166749**

October 2019

**PTA AGM**  
**Tuesday 24th November 2020**  
**7.00pm online Zoom Meeting**

Dear Parents & Teaching Staff,

**Notice of PTA Annual General Meeting (AGM)**

The PTA plays a vital part in the school community and as a registered PTA charity all parents and teaching staff are automatically members of the Parent Teacher Association.

We would like to invite you to attend this year's AGM to be held on Tuesday 24th<sup>th</sup> November. The meeting will commence at 7.00pm on Zoom. A Meeting ID will be sent out if you wish to join and find out what we have been doing over the past 12 months.

This is your chance to both hear how the funds you have helped to raise have been used for the benefit of the children at our school, and an opportunity for you to elect the PTA Committee Officers (our charity Trustees) consisting of Chair, Vice Chair, Treasurer & Secretary.

We are inviting nominations for each of these roles - please see the attached form for more information on what the main responsibilities of each role are and a nomination form which must be returned to us via email by Friday 13<sup>th</sup> November.

If you're interested in putting your name forward for any of these roles but need some more information to help you make your decision, please feel free to email us at [madleybrookpta@hotmail.com](mailto:madleybrookpta@hotmail.com).

Please do support us; we must have at least 10 attendees at the AGM in addition to the 4 current officers in order to meet our charity quorum requirement.

We look forward to seeing you on 24th<sup>th</sup> November!

Please note: If you are not able to attend the AGM, please remember you are welcome and encouraged to attend any advertised PTA meeting throughout the calendar year, details of each meeting are advertised in the school newsletter.

Kind Regards,  
Kathleen Watson (Chair)



## **PTA Committee Officer Roles**

**Chair:** The Chairperson's main responsibilities include running the PTA meetings, co-ordination and overseeing of events and maintaining the momentum for fundraising throughout the school year.

**Vice-Chair:** The Vice-Chair acts as deputy to the Chair and assists in the co-ordination of events.

**Secretary:** The Secretary role includes minute taking at meetings, producing and distributing paperwork, advertising events where appropriate and general administration tasks.

**Treasurer:** The Treasurer is responsible for coordinating and recording all PTA monies including float provision, banking monies, issuing cheques and producing regular simple accounts.

These Committee Officers work together as a team supported by a wider network of members to ensure smooth management of the PTA. They rely heavily on the continuing support of all parents and staff for our increasing success.

**IMPORTANT – please fill in the reply slip and return it via email by Friday 13<sup>th</sup> November**



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***NOMINATION FOR THE ELECTION / RE-ELECTION OF COMMITTEE OFFICER  
POSITIONS FOR NOVEMBER 2019 TO NOVEMBER 2020***

**Name of Nominee** .....

For position of (please circle) Chair / Vice Chair / Secretary / Treasurer

I ..... agree to my nomination for the position of .....

Signed ..... Date .....

Proposer .....  
[please sign and print name]

Seconder .....  
[please sign and print name]

*(Proposer and Seconder can be completed at the AGM meeting)*