Edenfield C E Primary School

12th September 2025

Dear Parents and Carers,

We will be holding the AGM (annual general meeting) of the PTA on 24th September here in school, at 6pm. At this meeting, a new PTA committee will be elected and we are inviting nominations for the posts listed below. These post were successfully filled in January 2025 but the election is repeated each new school year and gives new candidates the opportunity to become more involved, if desired. Current post holders will also be expected to self-nominate, or be nominated, if they wish to be considered for a new term of office.

- **Chair:** Leads PTA meetings; liaises with the Head teacher regarding the school's needs; oversees projects and events and fundraising efforts;
- **Vice-Chair:** A supporting role to the Chair; deputises as required and shares responsibilities with the Chair as above;
- **Secretary:** Linking all correspondence between the school and the PTA; manages administration; produces agendas, minutes, fund raising requests and thank you letters etc.;
- **Treasurer:** The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. They should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and the Charity Commission annual return.

These elected officers work together as a team to ensure the smooth management of the PTA. We are always looking for additional members to provide new ideas and run a variety of fundraising initiatives. We would ideally like to have representatives from all year groups, so if you are new to the school, you will be very warmly welcomed.

If you are interested in applying for any of these posts please return the attached form to the school office by Monday 22nd September. Or, if you simply wish to get more involved, please do come along and find out what the PTA achieves each year. Contributions over the years have included:

- Funds to create a bespoke play area for the EYFS
- State of the art interactive boards for each classroom
- PE and outdoor play equipment
- Significant contributions to coach costs for all trips
- iPads and computer hardware for classrooms
- Reading books
- Art materials

On behalf of the PTA,

C.L. Garner

PTA Committee Nomination Form September 2025

I would like to become a member of the PTA Committee for 2025.

I (please print name) ..... would like to apply for the position of:

Chair / Vice-Chair / Secretary / Treasurer (highlight as appropriate)

Telephone ..... Email.....

Proposer: Signed ..... (please print) .....

Seconder: Signed ..... (please print) .....