



Dear Parents/Carers,

PTFA Annual General Meeting (AGM)

We would like to give notice of the AGM of the Friends of St. Nicholas and St. Laurence School, to be held on Weds 1st Oct 2025. 7.30pm at The Royal Standard Pub, Upwey.

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.

The AGM is also an opportunity for you to elect the PTFA Committee, who represent the association throughout the forthcoming year.

Nominations should be sent in advance of the AGM for anyone wishing to join us as an 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.

In addition to the legally responsible 'PTFA Committee', we also have the 'PTFA Team'. A larger group of parents who are keen to help, but do not wish to commit to the main committee. This approach enables more parents to get involved without the pressure of having to attend all the meetings. There is a WhatsApp group for The Team, where all input is greatly received. If you'd like to join The Team, let us know!

If you would like any further information about being a Committee Member, please email schoolptfa@gmail.com or contact us via the Facebook group (search 'St Nicholas & St Laurence PTFA'). As our PTFA is a registered charity, all committee members 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 slips (available on request) before the meeting, to the school office or email the PTFA email address: schoolptfa@gmail.com. We look forward to seeing you.

Kind Regards,
Kim McDonald - PTFA Chair