

**PTA Annual General Meeting**  
**Wednesday 17th April 2024, 7.30pm at St Michael's school**

Dear Parent/Carer

Please be aware that the St Michael's PTA Annual General Meeting (AGM) will take place on Wednesday 17<sup>th</sup> April 2024 at 7.30pm at St Michael's school.

It would be great to see as many parents/carers there as possible. Please join us at this important meeting.

The AGM represents a chance to review the past year of PTA activity and make plans for the future. Future plans include proposing a schedule of PTA activities and fundraising events, as well as deciding how to use the money we have raised.

PTA funds are given by you, the parents/carers of St Michael's children, be it through direct donations, sending your children to school discos, or attending fayres and other events. All the money raised is used to the benefit of St Michael's children. You're entitled to know where this money goes and to have some input in deciding how it is used in the future. Attending the AGM gives you a voice in these matters.

The AGM is also the meeting at which the PTA Committee is elected. Every year at the AGM the existing PTA committee is dissolved and a new one elected.

Full elections are held for all PTA committee posts. This involves a voting paper being sent out to allow all parents to have their say in who runs the PTA.

To decide who the candidates we might vote for are, a nomination slip is provided overleaf. Any parent/carers who wishes to stand for one of the PTA committee posts should complete this form and get two other St Michael's parents/carers to sign the form as a nominator and seconder.

**Nomination slips should be returned to the school office by Wednesday 27<sup>th</sup> March 2024.**

Please note that any parent/carers of a St Michael's child is free to stand for these posts. We would not like anyone to feel that standing is pointless as the current committee, or their associates, will just be voted back in. To emphasise this, the current committee have agreed that they will not nominate or second any candidates. PTA committee members are free to stand again but they will need to ask people outside the committee to nominate and second them.

Nominated candidates for each post will be announced at the agm, if there is more than one person nominated for a post then a vote will take place . The results will be announced at the AGM on 17th April 2024.

We sincerely hope you might consider standing for a PTA committee post and it would be wonderful to see you all at the AGM.

With kind regards  
Phil Wren  
**St Michael's PTA Chair**

**Pta Constitution change**

At the AGM on the 17<sup>th</sup> of April the current Chair (Phil Wren) will be proposing the following changes to the PTA Constitution.

1. To change the name from Parents and Teachers Association (PTA) St Michael's EN2 to Parents, Teacher and friends (PTFA) of St Michael's EN2

This will enable a wider community of grandparents, child minders, family members and ex parents to support us within an official capacity. This proposed amendment will have a clause that anyone wishing to join the PTFA committee must have strong links to St Michael's School within the last 3 years.

2. To amend the amount of official trustees for the charity from all committee members to 3, this must include the Chair and Treasurer plus one other committee member.

Currently the constitutions state that all committee members are automatically trustees of the charity, there is no legal requirement for 6 trustees and it is within the best interests of the charity to minimise the amount of trustees .

**Please note that there will be vote at the agm on the 17<sup>th</sup> April to approve the proposed changes to the pta constitutions and any injections must be aired at the agm in person.**

**PTO**

### **PTA Committee Posts**

There are six committee posts up for election. A brief description of each is provided below.

**Chair:** The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda. The Chair needs to work closely with Secretary and Treasurer to ensure that the association is run effectively. The Chair should also liaise regularly with the Head Teacher of the school.

**Vice Chair:** The Vice-Chair provides support to the Chair and takes on duties such as chairing meetings where required.

**Secretary:** The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly. The Secretary makes sure that all meetings are accurately minuted.

**Vice-Secretary:** The Vice-Secretary provides support to the Secretary and takes on duties such as taking minutes of meetings as appropriate.

**Treasurer:** The Treasurer is responsible for day to day administration of financial records and procedures as well as the banking and handling of money at PTA events. The Treasurer keeps a record of all income and expenditure and reports on the financial position at each committee meeting. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events.

**Vice- Treasurer:** The Vice-Treasurer provides support to the Treasurer and takes on duties such as handling money at PTA events as appropriate.

If you would like any further information on what these posts involve please contact the current chair of the committee on  
Phil Wren (Chair) – wrenphil@yahoo.com

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**PTA Committee Post Nomination**

I wish to stand for the position of: \_\_\_\_\_

My name in (capitals) \_\_\_\_\_ Signature \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Nominator (name in capitals) \_\_\_\_\_ Signature \_\_\_\_\_

Secunder (name in capitals) \_\_\_\_\_ Signature \_\_\_\_\_

**Please return completed forms to the school office by Wednesday 27<sup>th</sup> March 2024, Thank you.**