

Heathwood Lower School Parent and Teacher Association

Heath Road, Leighton Buzzard, Beds, LU7 3AU

Telephone: 01525 377096

Email: heathwoodpta@gmail.com

Chair: Miss Alicia Maclean



Thursday 26th September 2024

Dear Parents,

PTA Extraordinary General Meeting (EGM)

We would like to give notice of the EGM of the *Heathwood Parent and Teacher Association*, to be held on Tuesday 8th October 2024 at 18:00 at the school.

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the EGM.

The current committee members announced they would be stepping down at the AGM on 18th September 2024. In order for the PTA to continue there needs to be at least three people to take on the roles of the Chair, Treasurer and Secretary.

After the meeting, a letter was sent out to parents to see if anyone would like to take on these roles and we are pleased to announce that we have had some parents step forward for some of the roles available. We will therefore be holding an EGM to officially step down and elect the new PTA.

There is still time to put yourself forward to join the PTA, there are plenty of roles and opportunities available. Nominations should be sent in advance of the EGM. We therefore ask that you please return your nomination form, which can be found on the back of this letter, by Monday 7th October to the school office, or you can send them via email to heathwoodpta@gmail.com.

If you would like any further information about becoming a Committee Member, please speak to Alicia Maclean or the school. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. To find out more about what being a Trustee entails, you can read the Charity Commission publication '*The Essential Trustee – What you need to know*'. A copy of the booklet can be found on the Charity Commission website.

We look forward to seeing you on Tuesday 8th October.

Kind Regards,

Alicia Maclean

Chair of Heathwood PTA

Heathwood Lower School Parent and Teachers Association

Registered Charity No: 0157879

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MEETING ATTENDANCE

I/We shall/shall not be attending the AGM Evening on **Wednesday 11th September 2024**

Signed Print Name

NOMINATION FOR MEMBER OF THE PTA COMMITTEE

NOMINATION:

I would like to nominate for the position of

Chair/Vice Chair/Secretary/Treasurer/Ordinary Committee Member [Circle one] for the upcoming academic year September 2024 - August 2025.

Signed Name (Please print)

SECOND:

I would like to second the above nomination,

Signed Name (Please print)

NOMINEE:

I (nominee name) agree to my nomination for the position of
..... for the upcoming academic year 2024-2025.

Signed Date

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