

Silsden Primary School  
Parent Teacher and Friends Association  
Registered Charity No - 1201563

Date: 10 September 2024

Dear Parents,

**Cheese and Wine Evening, incorporating the PTFA Annual General Meeting (AGM)**

We would like to give notice of the AGM of the Silsden Primary School AGM, to be held on **Monday 7 October 2024**. The evening will start at 6.30pm with the PTFA Annual General Meeting, followed by Cheese and Wine in the school hall.

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 stand as an Officer or 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.

If you would like any further information about being a Committee Member, please speak to Gemma Vine or Gayle Morgan. 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 below as soon as possible, or by 4 October 2024 at the latest to the school office or email the PTFA email address [silsdenpta@gmail.com](mailto:silsdenpta@gmail.com)

We look forward to seeing you on Monday 7 October 2024.

Kind Regards,  
**Gemma Corrigan and Gayle Morgan**  
Co Chairs of Silsden Primary School PTFA



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I/We shall/shall not be attending the Cheese and Wine and AGM Evening on *[Insert date]*

Signed ..... Print Name .....

**NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE**

Nominee .....

For position of: Chair/Secretary/Treasurer [Circle one]

Nominated by ..... Seconded by .....  
[Please sign and print name] [Please sign and print name]

I ..... (nominee name) agree to my nomination for the position of .....

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

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