



PARENT AND TEACHERS ASSOCIATION
 LONG MEAD COMMUNITY PRIMARY SCHOOL
 Waveney Road
 Tonbridge
 Kent, TN10 3JU
 Telephone: (01732) 350 601

Date: 20 October 2022

Dear Parents and Careers,

TEA AND CAKE EVENT, incorporating the PTA Annual General Meeting (AGM)

We would like to give notice of the AGM of the Long Mead Community Primary School PTA, to be held on **Friday 11th November from 1.30pm**. We will start with the PTA Annual General Meeting, alongside coffee, tea and cakes.

The PTA plays a vital part in the school community and all parents, as members of the PTA, 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.

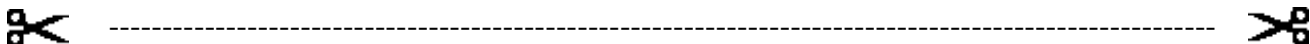
The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to the school or a member of the current PTA.

Please return the slips below as soon as possible, or by Wednesday 9th November at the latest to a member of staff on the gate or the office (paper copies are available from the office), or email the PTA on the email below.

We look forward to seeing you on **Friday 11th November 2022**.

Kind Regards,
 The PTA



[Please return this slip, or email the PTA on the email below, **by Wednesday 9th November**]

I will / will not* be attending the AGM on **Friday 11th November from 1.30pm** (delete as appropriate)

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]

Nominated by

[Please sign and print name]