

Lawn Primary and Nursery School
The Friends of Lawn Primary School Association
Registered Charity No. 1046420



Date: 15th October 2024

Dear Parents and carers,

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

We would like to give notice of the AGM of The Friends of Lawn Primary School Association, to be held on **Tuesday 12th November 2024**. The evening will start at 8pm with the PTA Annual General Meeting, followed by Cheese and Wine in the school hall.

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 Lisa Fry. As our PTA 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 respond by Friday 8th November 2024 at the latest via email the PTA email address friendsoflawn@outlook.com

We look forward to seeing you on 12th November.

Kind Regards,

Lisa Fry
PTA Chair