

Executive Headteacher: Mr D Callaghan

West Butterwick CE Primary School

School Lane

West Butterwick

DN17 3LB

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www.trentsidefederation.co.uk

Friday 3 March 2023

Parent, Teacher and Friends Association (PTFA)

Dear families

It was lovely to see some of you at the first informal scoping meeting on Thursday 23 February 2023 and thank you to those who sent apologies.

During the meeting, a discussion was predominantly held around the benefits of having a thriving Parent, Teacher and Friends Association (PTFA) and information was shared regarding the start-up process of a PTFA.

We are delighted to invite you to two further meetings, both of which to be held at West Butterwick Village Hall, where refreshments will be provided:

- **Thursday 16 March at 9.00am** - informal, information-sharing meeting
- **Thursday 30 March at 9.00am** – Inaugural Annual General Meeting (AGM)

The purpose of the AGM is to appoint the positions of Chair, Treasurer and Secretary of the PTFA. These elected officers will work together as a team to ensure the smooth management of the PTFA. However, we do need the ongoing support of **many more** parents and family members to ensure a successful and thriving PTFA and so everybody will be very warmly welcomed as a general committee member!

If you are interested in applying for any of the positions listed, including that of a general committee member, please return the attached form to the school office no later than **Monday 27 March 2023**.

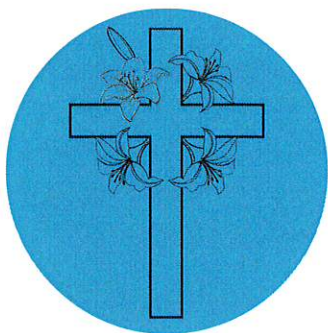
We look forward to seeing you at the meetings.

Many thanks for your continued support.

Kind regards

Stacey Melding
Deputy Headteacher

*Developing hope & resilience • Building a community of aspiration
Inspired by the love & teachings of Jesus Christ to be the best that we can be*



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PTFA committee positions:

Chair

The chair leads meetings and steers the committee towards its aims. Sitting in the driver's seat, you should be highly enthusiastic, full of bright ideas and demonstrate good leadership skills.

Treasurer

With a clear head for numbers, you will control the PTFA funds in line with the committee's decisions, as well as charity law. You will also make sure upcoming events are affordable and profitable, and report financial information to the rest of the team.

Secretary

The secretary ensure the PTFA's activities run smoothly. You'll use your excellent communication and organisational skills to organise meetings, take minutes and keep records.

PTFA Committee Nomination Form 2023

I would like to become a member of the PTFA Committee.

I (please print name) wish to apply for the position of:

Chair Treasurer Secretary

General Committee Member (*does not need to be seconded*)

Proposer: Signed (please print)

Seconder: Signed (please print)

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