



HARROGATE
GRAMMAR SCHOOL PTA
a Partnership for Success

October 2013

Dear Parents/Carers and HGS Staff

PTA Annual General Meeting (AGM)
Tuesday 12 November 2013 at 7.00 p.m. in Room S05, Sixth Form Block
Followed by Ordinary PTA Meeting

I hereby give notice of the AGM of the Harrogate Grammar School PTA, to be held on Tuesday 12th November 2013. The evening will commence at 7.00 pm with the PTA Annual General Meeting, followed by an Ordinary PTA meeting. We anticipate that the AGM should last approximately 20 minutes.

The PTA plays a vital part in the school community and all parents/guardians and staff, 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 pupils at our school.

The AGM is also an opportunity for you to elect the PTA Committee, to represent the Association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as Committee Member, for the first time.

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'. A copy of the booklet can be found on www.charitycommission.gov.uk/publications/cc3.asp

Please return the nomination slip attached as soon as possible, or by Friday 8th November at the latest, to the PTA Box in Reception.

We look forward to seeing you on Tuesday 12th November.

Yours sincerely

Beverley Worrall

PTA Secretary

Registered Charity no: 508520



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**HARROGATE GRAMMAR SCHOOL
PARENT TEACHER ASSOCIATION**

**ANNUAL GENERAL MEETING
Tuesday 12 November 2013 at 7.00 p.m. in Room S05, Sixth Form Block**

If you would like to propose a Committee member, please complete the section below.

NOMINATION FOR COMMITTEE MEMBERS OF THE PTA

Nominee:.....

For position of: Chair/Vice Chair/Treasurer/Secretary (delete as necessary)

Proposer:.....

[please sign and print name]

Seconder:.....

[please sign and print name]

Agreement of Nominee:

I agree to my nomination for the position of
.....

Signed Date

Please return to the PTA Box in Reception by Friday 8th November 2013

Registered Charity no: 508520