



HARROGATE
GRAMMAR SCHOOL PTA
a Partnership for Success

Dear Parents/Carers and HGS Staff

November 2021

**PTA Annual General Meeting (AGM)
Wednesday 1 December 2021 at 6.30pm via Zoom**

Followed by Ordinary PTA Meeting

I hereby give notice of the AGM of the Harrogate Grammar School PTA, to be held on Wednesday 1 December 2021. The evening will commence at 6.30pm 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/carers 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 students 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 Thursday 18 November at the latest, to the PTA Box in Reception.

We look forward to seeing you on Wednesday 1 December.

Yours sincerely

Jenny Clawson
PTA Secretary



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**HARROGATE GRAMMAR SCHOOL
PARENT TEACHER ASSOCIATION**

ANNUAL GENERAL MEETING

Tuesday 1 December 2021 at 6.30 p.m. via Zoom

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 Thursday 18 November 2021.