



Date: 11 February 2025

Dear Parents,

PTFA Annual General Meeting (AGM)

Please find below, notice of the PTFA AGM, to be held on **Wednesday 5 March 2025 at 7.15pm** at school.
The option to join the meeting on Teams will be available.

The PTFA plays a vital part in the school community and all parents, as members of the PTFA, are invited to support the AGM. This is your chance to hear 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 PTFA 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 (Chair, Secretary or Treasurer) 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 PTFA of their intention to stay in their role.

If interested, please return the below by **Friday 28 February 2025** to the PTFA email address ptfa@leybourne.school

Should there not be sufficient numbers of Officers elected at this meeting, as outlined in the Constitution, then a resolution will be taken at this meeting to dissolve the Company and cease all further activities of the PTFA. All remaining assets will be transferred to the school upon the conclusion of the dissolution process.

Kind Regards,
Leybourne PTFA



NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE

Nominee

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

Nominated by Seconded by

[Please sign and print name]

[Please sign and print name]

I (nominee name) agree to my nomination for the position of

Signed

Date