



FRIENDS OF WHITBY HEATH SCHOOL

Wyedale, Whitby, Ellesmere Port, Cheshire, CH65 6RJ.

Tel: 0151 355 1781 Fax: 0151 356 8191

Registered Charity Number: **1103760**

Email: friendsofwhitbyheath@yahoo.co.uk

Vice Chair *Emma Scorer*
Secretary *Gemma Earlam*

16th November 2020

Dear Parent/Carer,

RE: AGM

We would like to give notice of the Virtual AGM of the Friends of Whitby Heath, to be held on Monday 30th November 2020 at 1.15pm via Zoom, please email for meeting invitation details.

The PTA plays a vital part in the school community and all parents/carers, 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 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 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 or be interested in volunteering at events, please email the Friends of Whitby Heath we will be happy to chat to you about what the roles involve. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination information, 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.

If you would like to submit a nomination, please email information required below to friendsofwhitbyheath@yahoo.co.uk as soon as possible, or by Friday 27th November 2020 at the latest to the Friends of Whitby Heath email address.

We look forward to seeing you on Monday 30th November 2020 and thank you for your continued support.

Kind Regards,
[Emma Scorer – Vice Chair]
