



## St. Paul's Catholic School – Parent Teacher Association

City Road, Tilehurst  
Reading RG31 4SZ

e-mail: [pta@stpauls.w-berks.sch.uk](mailto:pta@stpauls.w-berks.sch.uk)

Dear Parent/Carer and St Paul's Staff

### NOTICE OF ELECTION OF PTA COMMITTEE MEMBERS

I am writing to advise that the following positions will be available at the next Parent Teacher Association (PTA) Annual General Meeting (AGM) to be held on **Thursday 8<sup>th</sup> October 2020** via TEAMS online 6.30pm:

- **Chair**
- **Treasurer**
- **Secretary**
- **Teaching/Staff Representative**
- **FS/KS1 Parent Representative**
- **LKS2 Parent Representative**
- **UKS2 Parent Representative**

Please note that the current Chair, Treasurer and Secretary wish to remain in post for an addition term and will be placing their nominations in for approval. This however does not mean that you cannot apply for these positions if you feel you have the skills and desire to take on these roles. All nominations will be considered and voted as per the Constitutional rules.

Please refer to the PTA Code of Practice and PTA Roles & Responsibilities issued with this letter to gain an idea of what is expected of you in a PTA Committee role.

I would also advise that you read the following Government Guidelines on What is Expected of a Charity Trustee before taking the next step. <https://www.gov.uk/guidance/charity-trustee-whats-involved>

Remember ALL PARENTS/CARERS & Staff are automatically members of the PTA and we welcome you all to 'dip in and out' at your leisure to assist wherever you can. All ideas and suggestions welcome, just ping us an email [pta@stpauls.w-berks.sch.uk](mailto:pta@stpauls.w-berks.sch.uk)

If you wish to be considered for any of the Committee positions, please complete the nomination form below and hand to me at drop off/pick up or send via email.

THANK YOU

*Together we can and will do amazing things*

Yours sincerely

*Rachel Gonzalez*

**Rachel Gonzalez**  
**PTA Secretary**

cc. Natalie Bone, Stacey Aram - PTA Co-Chairs. Jodie Green – PTA Treasure

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**Nomination Form for the Election of Chair - Secretary - Treasurer - FS/KS1 Parent Representative - LKS2 Parent Representative – UKS2 Parent Representative – Teacher/Staff Representative (CIRCLE THE POSITION APPLIED)**

**Name:**

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wishes to stand for election as a PTA Committee Member for the above-named school

**Brief election statement (no more than 200 words) outlining your skills and commitment to fulfil the role of a PTA Committee Member**

Please return to the PTA Secretary by Friday 2<sup>nd</sup> October 2020 via email [pta@stpauls.w-berks.sch.uk](mailto:pta@stpauls.w-berks.sch.uk)