

# Westminster Cathedral Roman Catholic Primary School

Founded By The Jesuit Fathers Circa 1849



Headteacher: Mrs A Stacey

Dear Parents/Carers,

The PTA AGM is coming up on **Thursday 9<sup>th</sup> January 2020**, 2pm.

At this meeting, a new PTA Committee will be elected and we are inviting nominations for the following posts:

**Chair:** The Chairperson's main responsibilities include running all PTA meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year.

**Vice-Chair:** The Vice-Chair co-ordinates teams of volunteers and acts as deputy to the Chair, particularly to progress broader PTA initiatives (for example this year we have been working on the charity registration).

**Secretary:** The Secretary's roles are minute taking at meetings, producing and distributing all PTA paperwork, maintaining noticeboards, advertising events where appropriate and general administration tasks.

**Treasurer:** The Treasurer is responsible for coordinating and recording all PTA monies including float provision, banking monies, issuing cheques and producing regular simple accounts.

These Elected Officers work together as a team to ensure smooth management of the PTA. They rely heavily on the continuing support of all parents and staff for our increasing success. In addition to these Officers, there must be at least eight elected Members who are eligible to vote on PTA issues.

If you're interested in putting your name forward for any of these posts or need some more information to help you make your decision, please fill in the form below and return it to the school office.

Any nominations for Elected Officer positions must be completed prior to the AGM and handed in by **Wednesday 18<sup>th</sup> December**. The AGM will be held at the school **on Thursday 9<sup>th</sup> January 2020** followed by the first PTA meeting of the year.

Please come along to see what we do and how you can get involved.

Thank you,  
Miss Simmons

Year 2 Class Teacher

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***'Love One Another As I have Loved You' John 13:34***

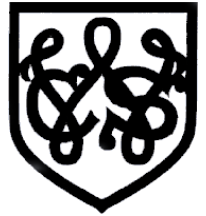
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PTA Committee Nomination Form 2019/2020

I would like to become a member of the PTA Committee for the 2019/2020 school year.

I (please print name).....wish  
to take up the position of:

Chair  Vice-Chair  Secretary  Treasurer  Member

Telephone.....email.....

.....

Proposer: Signed.....

***'Love One Another As I have Loved You' John 13:34***

**Bessborough Place, London SW1V 3SE**

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