

**Otterburn First School  
Parent Teacher Association**

Dear Parents

Date: 31 March 2014

**PTA Annual General Meeting (AGM)**

I hereby give notice of the AGM of the Otterburn First School PTA, to be held on Tuesday 29 April 2014. The AGM will commence at 8.00pm at the Otterburn Castle Hotel and should take no longer than an hour.

The PTA plays a vital part in the school community and all parents, 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 or join your PTA Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM (by email to [emma.clayton@northumberland.gov.uk](mailto:emma.clayton@northumberland.gov.uk) , or by completing the form below).

We are always looking for people able to help the PTA, it does not need to be a large time commitment.

We look forward to seeing you on Tuesday 29 April.

Regards

**Jane Anderson  
Chair Otterburn PTA**



**NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE**



Nominee .....

For position of: Chair/Secretary/Treasurer [please mark one]

Proposer ..... Secondor .....  
[please sign and print name] [please sign and print name]

I ..... agree to my nomination for the position of  
.....

Signed ..... Date .....

Please return to the School Reception Office