



PURBROOK INFANT SCHOOL
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Headteacher: Lisa A de Carteret
Assistant Headteachers: Zoe McBride and Paul Stray
School Business Manager: Hazel K Dean



19 April 2024

Dear Parents/Carers

Special General Meeting - Official Election of PTFA Trustees/Committee

Whilst our PTFA have been doing an amazing job we need to hold an official meeting to formally elect them. They would also love some help to continue to raise money for our school. The positions we need to vote and nominate for are:

- ❖ Chairperson
- ❖ Vice Chairperson
- ❖ Treasurer
- ❖ Secretary

We are particularly keen to hear from you if you have an accountancy or numbers background! If you would like to volunteer/nominate someone for any of the above roles, you are more than welcome to do so. Please can you let us know if this is something you would be interested in by Wednesday 08 May. Non-elected committee members are also very welcome to join as the more committee members we have, the easier events are to organise.

To give you more information about what each role entails please see the attached 'PTFA Roles Explained' information sheet.

The meeting will take place on **Thursday 23 May at 4.00pm**. This meeting will take place in school and you will also be able to join this meeting online. Joining details will follow shortly.

Yours sincerely

Mrs L A de Carteret
Headteacher