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|  | Bryn St Peter’s C.E. Primary School |
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| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL**  **Tel: (01942) 204041**  **Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk**  **Headteacher: Mrs Julie Alcock** |

Tuesday 8th October 2019

**BRYN ST PETERS PTA**

Annual General Meeting – Tuesday 29th October 2019

6.30pm

Dear Parents and Carers

Everyone is welcome to come along to the PTA, whether you work full-time, part-time, or are a stay at home parent, any time you can offer will be welcomed. You don’t need any specialist skills; enthusiasm and a willingness to get stuck in are all you need and we are always looking for new members.

We vary the days and times of the meetings to try and accommodate all members and their working patterns and child care. We are holding a ‘Get to Know Your PTA’ event on Thursday 17th October at 2.30pm, just before pick up, where you can come and meet some of the current PTA members, look at some of the things we’ve done in the past and see what we’ve helped to buy for the school.

Last year the PTA helped to raise over £4000 for the school, which was used towards a new set of school iPads for the children. We appreciate all those who were able to help, and for parents who supported the events, which the children loved.

During the AGM we will be voting in the positions of Chair, Treasurer and Secretary for 2019/2020. Please consider if you could take on one of the following roles:

1. **Chair Person** - 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.
2. **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.
3. **Treasurer -** The Treasurer is responsible for coordinating and recording all PTA monies including float provision, banking monies, issuing cheques and producing regular simple accounts.

Yours faithfully

Bryn St Peters PTA