

PTA Annual General Meeting



Date & Time

Thursday 2nd October, 3.30pm, School Hall



AGM Agenda

- Welcome & Chairperson's Report
- Treasurer's Report
- Roles and Responsibilities and Election of Committee Members
- Plans for the Year Ahead
- Vote on whether to adopt the Parentkind Constitution (if you would like to see a copy of this then please email friendsofbanwell@gmail.com)
- Any Other Business



Get Involved – Committee Roles Available

Please note, we have nominations for all roles apart from a Grants Officer but all roles must be voted in each year so if you are interested in one of the others then please still get in touch for more details at friendsofbanwell@gmail.com

Chairperson: Leads meetings, oversees PTA activities, and works closely with the Headteacher.

Vice-Chairperson: Supports the Chair and steps in when required.

Treasurer: Manages PTA finances, reports on income/expenditure, and ensures transparency.

Secretary: Takes meeting minutes, manages correspondence, and helps organise events.

Grants Officer: Research, apply for and secure grants. Ensuring grants are used appropriately once secured.



Why Join the PTA?

Being part of the PTA is a great way to:

- Support your child's school experience and meet other parents and carers
- Share your skills and ideas
- Make a real difference in our community



Everyone Welcome!

Whether you'd like to take on a committee role or just come along to share your views, your involvement is greatly valued. We look forward to seeing you there!