



**Duke of Norfolk**  
**Parent Teacher Association**  
**Registered Charity No. 516922**

Date: 31<sup>st</sup> January 2025

Dear Parents,

### **PTA Annual General Meeting (AGM)**

We would like to give notice of the AGM of the Duke of Norfolk PTA to be held on Thursday 6<sup>th</sup> March 2025, at 8pm. To make this accessible, the meeting will be held online at the following link:

Topic: Duke of Norfolk PTA - AGM

Time: Mar 6, 2025, 08:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/88984163925?pwd=K5oidOslmDBPO32jQ8pZrMs86CilOQ.1>

Meeting ID: 889 8416 3925

Passcode: 868445

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 the PTA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM to [info@dukenorfolk.derbyshire.sch.uk](mailto:info@dukenorfolk.derbyshire.sch.uk), or by hand to the school office, for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

We are so appreciative for the volunteers in PTA Lite, Toasty Fridays and our Committee. If you are interested in becoming a Committee Member but are concerned about the time commitment, as a guide we meet once per month as a whole team (meetings are around 1.5 hours long and there is always the option to attend online) and between meetings we communicate via WhatsApp. We have sub-groups for events throughout the year and committee members volunteer for any groups they want to support with. In the run up to larger events like the Christmas fair we will meet more regularly to give updates on individual areas. We work as a team and understand that there are times when you cannot be available. We try to support each other and share the tasks evenly to make sure no one is taking on too much.

If you would like any further information about being a Committee Member, please speak to myself or Laura Lingham, Vice-Chair. You can contact us at [pta.chair@dukenorfolk.derbyshire.sch.uk](mailto:pta.chair@dukenorfolk.derbyshire.sch.uk) and [pta.vicechair@dukenorfolk.derbyshire.sch.uk](mailto:pta.vicechair@dukenorfolk.derbyshire.sch.uk).

As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know (CC3)'. A copy of the booklet can be found on the Charity Commission website.

Please return the slips below as soon as possible, or by Monday 3<sup>rd</sup> March 2025 at the latest to the school office or email [info@dukenorfolk.derbyshire.sch.uk](mailto:info@dukenorfolk.derbyshire.sch.uk)

We look forward to seeing you on 6<sup>th</sup> March.

Kind Regards,



**Clare Plant**

Chair, Duke of Norfolk PTA

Email: [pta.chair@dukenorfolk.derbyshire.sch.uk](mailto:pta.chair@dukenorfolk.derbyshire.sch.uk)



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I/We shall/shall not be attending the AGM at 8pm on Thursday 6<sup>th</sup> March 2025.

Signed .....

Print Name .....

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

Nominee .....

For position of: Chair/Vice Chair/ Secretary/ Vice Secretary/Treasurer/ Vice Treasurer/Ordinary Committee Member [Circle one]

I ..... (nominee name) agree to my nomination for the position of .....

Signed .....

Date .....