



Friends of Mendham School
Association
Mendham Primary School
Mendham
Harleston
Norfolk
IP20 0NJ
Charity Number 1050099

17th September 2025

Dear Parents,

Friend of Mendham School Association PTA Annual General Meeting (AGM)

We would like to give notice of the AGM of the Friends of Mendham School Association (FoMSA), to be held on 2nd October 2025. The afternoon will start at 3.15 pm with the PTA Annual General Meeting, followed by refreshments in the school hall.

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/students 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 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.

If you would like any further information about being a Committee Member, please speak to Mrs Rebecca Driver. 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.

If you would like to nominate a person or be considered for a role within FoMSA or interested in helping the team please let either Mrs Julie Rogers at the school office know or email FoMSA directly via their email address: fomsa5969@gmail.com

We look forward to seeing you on 2nd October 2025 at 3.15 pm.

Kind Regards,

Rebecca Driver, Secretary