



26th September 2025

Dear Families,

Friends of Hillshott Annual General Meeting (AGM)

Friends of Hillshott PTA would like to extend an invitation to all families to join our AGM on **Wednesday 15th October 2025 at 8pm**. This meeting will take place in the school hall.

The PTA plays a vital part in the school community, and this is your chance to hear and see how the funds you have helped to raise can and 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 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 or indeed volunteering your time to help at PTA events, please email friendsofhillshott@hotmail.com and one of the current Co-Chairs, Hannah and Heather, will get back to you.

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 \(CC3\)](#)'.

It would be useful to get an idea of numbers, so please email friendsofhillshott@hotmail.com if you plan on attending, or putting forward a nomination.

Current positions in the Friends of Hillshott are:

- Chair
- Vice-Chair (or Co-chairs)
- Secretary
- Treasurer
- Ordinary Committee Member

Thank you and we look forward to seeing you on **Wednesday 15th October!**

Hannah Bennett & Heather Burgin
Co-Chairs of Friends of Hillshott