



THE PRIORY SCHOOL

ANNUAL GENERAL MEETING



WEDNESDAY 25TH SEPTEMBER

5PM - 7PM



Please come along to our next meeting to find out all about our PTA and how you can get involved. The meeting will be held in the school hall. Children welcome, we will provide pizza and a film for them and drinks and snacks for the adults.

THE PRIORY SCHOOL

PTA

We are looking for volunteers to take on two very exciting roles within the PTA.

CHAIR

Main duty: To have the final say on PTA decisions.

Key jobs: To make all committee members feel welcome and valued; to set the PTA agenda; to provide leadership.

Needs to be: Enthusiastic, calm; good at listening; decisive.

SECRETARY

Main duty: To keep up-to-date records of PTA activity.

Key jobs: To organise PTA meetings; to prepare and distribute agendas and minutes; take minutes and to build strong relationships with key school staff.

Needs to be: Organised; good at time management and friendly.

if you would like further information on what these roles entail please get in touch with ptapriory@gmail.com