



Dear Parents/Carers

**PTFA Annual General Meeting (AGM)
Tuesday 25th November 2025 at 6.00 p.m.
Lower Conference room**

I hereby give notice of the AGM of the Carlton Academy School PTFA, to be held on **Tuesday 25th November 2025**. The evening will commence at 6.00 pm with the PTFA Annual General Meeting, followed by an Ordinary PTFA meeting. We anticipate that the AGM should last approximately 20 minutes. All forms need to be sent to the PTFA mailbox ptfa@theacademycarlton.org

The PTFA plays a vital part in the school community and all parents/guardians and staff, as members of the PTFA, 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 pupils at our school and contribute to the future direction.

The AGM is also an opportunity for you to elect the PTFA Committee, to represent the Association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as Committee Member, for the first time.

Please return the nomination slip attached as soon as possible, by **Friday 14th November 2025** at the latest, to ptfa@theacademycarlton.org

We look forward to seeing you on **Tuesday 25th November 2025**

Yours sincerely

Heather Moody

PTFA Secretary



**The Carlton Academy
PARENT TEACHER & FRIENDS ASSOCIATION
ANNUAL GENERAL MEETING**

Tuesday November 25th November 2025, at 6.00 p.m.

If you would like to propose a Committee member, please complete the section below and send to ptfa@theacademycarlton.org by **Friday 14th November 2025**

NOMINATION FOR COMMITTEE MEMBERS OF THE PTFA

Nominee.....

For position of: **Chair/Vice Chair/Treasurer/Secretary (delete as necessary)**

Proposer.....

[please sign and print name]

Secunder.....

Agreement of Nominee:

I agree to my nomination for the position of

Signed Date

Please return to ptfa@theacademycarlton.org