

# Long Lane School

# Quiz Night

Our annual Fish & Chip Quiz Night & AGM returns to Long Lane on Friday 28<sup>th</sup> September

The school hall doors will open at 7pm for our AGM with the quiz starting at 7:30pm

Entry price is £8 per adult which includes fish and chips (or vegetarian option) or £4 for quiz entry with no food.

So gather up your friends and family and create an unstoppable team!

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Order Form for the Quiz Night

Please hand this into the school office by Friday 21<sup>st</sup> September

Name: (of person ordering tickets).....

Child's name and class:.....

No. of tickets (£8 each):.....

No. of tickets (£4 each):.....

Total ticket money:.....

No. of Fish & Chip meals required:.....

No. of Vegetarian meals required:.....

we will be coming as part of a team/ would like to be included within a team (please delete as applicable)

Team name (if known):.....

\*\*Please note – maximum of 8 per team please\*\*

Cheques made payable to Long Lane PTA

Dear Parents,

I hereby give notice of the AGM of the Long Lane PTA (Registered Charity No: 1040980), to be held on Friday 28<sup>th</sup> September at 7PM. We expect it to last approximately 30 minutes with the quiz starting straight after.

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, to represent the Association throughout the forthcoming academic year.

Nominations should be sent in advance of the AGM to Ellie Cowmeadow, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. **No nominations for committee members will be taken at the meeting so this must be completed by the deadline below.** We would also appreciate 'Friends' of the PTA which we could rely on to help out at major events and event organising.

If you would like any further information about what is involved in being an Officer or Committee Member, please speak to Ellie Cowmeadow. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity and need to have an up to date CRB check. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee - What you need to know'. A copy of the booklet is held in the school office.

For the AGM to go ahead we do require a minimum number of attendees. If we do not achieve that minimum number then we would not be able to elect a new committee.

Please return the slips below as soon as possible and nominations must be placed before the **26<sup>th</sup> September 2018**

We look forward to seeing you on the 28<sup>th</sup> September.

Kind regards,

Ellie Cowmeadow  
*PTA Chair*



We shall  be attending the AGM on the 28<sup>th</sup> September 2018.

Signed ..... Print Name.....

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

Nominee .....

For position of: Committee Member / Treasurer / Chair / Vice Chair / Secretary

Proposer ..... Secunder .....

[please sign and print name] [please sign and print name]

I ..... agree to my nomination for the position of .....

Signed ..... Date .....