



Wells Primary School PTA

Barclays Oval, Woodford Green, IG8 0PP
Registered Charity Number: 1038803
pta@wellsprimary.co.uk

22nd September 2026

Dear Parents and Carers,

We are pleased to invite you to the **Wells Primary School PTA Annual General Meeting (AGM)** on: **Friday 16th October at 8:40am**

The AGM is an opportunity to hear about what the PTA has achieved over the past year, share our vision and priorities for the year ahead, and elect the PTA Committee.

Our key Committee roles are:

- **Chair** – Sets the PTA's vision, priorities and strategy and provides overall leadership.
- **Vice Chair** – Supports the Chair and leads specific initiatives and projects.
- **Treasurer** – Oversees the PTA's finances and banking.
- **Secretary** – Manages meetings, minutes and correspondence.

We would also like to develop a wider team of parents who can contribute their **skills, experience and ideas** to support the school.

What skills or experience could you bring to the PTA?

This could be anything from helping to organise events or design communications, to making local connections, supporting fundraising or bringing an idea to life. There are many ways to contribute, including **Class Representatives, event leads and project leads**, without taking on a formal Committee role.

We would be delighted to see you at our **AGM on Friday 16 October at 8:40am, straight after drop-off**, where we will share our plans and priorities for the year ahead and discuss how you can get involved.

Kind regards,

Wells Primary PTA