

FOCS Annual General Meeting

Tuesday 6th October 2026

Time: 6.30pm

Location: Castle Primary School (also available via Microsoft Teams remotely).

Dear Parents and Carers,

You are warmly invited to attend the **Annual General Meeting (AGM) of Friends of Castle Primary School (FOCS)**.

FOCS plays an important role in supporting our school and pupils by raising funds for **additional resources, experiences, activities and opportunities for the children** that would not otherwise be possible through the school's normal budget.

FOCS has exciting opportunities. Currently in need of **new committee members and volunteers** to enable it to continue.

At the AGM we will:

- Review FOCS activities and fundraising from the past year
- Receive the Treasurer's financial report
- Discuss plans and fundraising ideas for the year ahead
- Elect the new FOCS committee
- Discuss how FOCS can work more closely with the school and parents
- Give parents an opportunity to share ideas and suggestions
- Discuss forthcoming events and activities

Could you help FOCS continue?

You **do not need to be an experienced fundraiser** or commit to helping at every event. There are lots of different ways to get involved, simply helping at an occasional event or supporting a particular fundraising activity.

We are particularly keen to hear from parents who would consider taking on a **committee role**, including Chair, Treasurer and Secretary.

If you have ever thought *"I'd love to help, but I don't have much time"*, please don't let that put you off. A successful PTA is built from lots of people contributing what they can.

Every bit of support makes a difference to our children.

We hope you will be able to join us and help us give FOCS a strong future.

If you would like further information about the AGM or would like to express an interest in joining the committee, please contact FOCS. If you would like to attend via Microsoft Teams, please let the school office know in advance and a Teams meeting link will be provided to you.

Ask for details in the school office. We look forward to seeing you.

Kind Regards,
Friends of Castle Primary School.