[DATE]

The Chairperson

# Board of Trustees

# *School name*

# *Address*

# *Address*

# *Address*

By email:[email address]

Tēnā koe Chairperson [or insert name]

Paid Union Meetings

The Executive of the Post Primary Teachers’ Association has directed members covered by the Secondary Teachers’ Collective Agreement, and the Area School Teachers’ Collective Agreement to attend a round of branch based paid union meetings held under the provisions of Section 26 of the Employment Relations Act 2000.

At the meetings members will be discussing possible claims to be made in the 2022 Collective Agreement negotiations.

The meeting of PPTA members at our school will be held on ***date***from ***time TO TIME (allow 2 hours)*** at ***venue***, and all teachers who are members of the PPTA and are covered by the Secondary Teachers’ Collective Agreement or the Area School Teachers’ Collective Agreement have a right to attend this meeting.

In exceptional circumstances, such as when there are too few non-members to ensure safe supervision of students, I can be asked to ensure that sufficient members volunteer to remain behind to ensure this, as per Section 26 (3) of the Employment Relations Act. All efforts will be made to minimise disruption.

A register of those members attending from our school will be provided to the board after the meeting.

Naku noa, nā

[signature]

**[your name]**

**Branch Chairperson**

cc. Principal