



Shepton Mallet Community Infants' School and Nursery Parent and Friends Association

19th September 2017

Dear Parents,

Notice of Annual General Meeting

I hereby give notice of the AGM of the Shepton Mallet Community Infants' School and Nursery Parent and Friends Association (PFA), to be held on Tuesday 10th October 2017. The meeting will start at 2.00pm in the school hall.

The Parent and Friends Association aims to play a vital part in the school community and all parents, as members of the Association, are invited to support the AGM. This is your chance to find out more about what we have been doing during the past year as we report back on activities and funds raised and spent.

The AGM will also be an opportunity for you to elect the PFA Committee, to represent the association throughout the forthcoming academic year. Sadly, this year, some of our current Committee members will be leaving, so we look forward to new members joining the Committee. Nominations will be taken on the day.

DRAFT AGENDA

1. Welcome
2. Apologies for Absence
3. Minutes of the last General Meeting – 11th October 2016
4. Matters Arising
5. Chairman's Annual Report
6. Treasurer's Report – Annual Accounts
7. Appointment of an Independent Examiner
8. Election of the Officers & Committee
9. Special Business
10. Any other business
11. Date of next ordinary committee meeting

I do hope you will be able to join us at this important meeting.

Yours sincerely,

Helen Hunt-Chairperson