



St Mary's Parent Teachers Association

Notice of Annual General Meeting

31st March 2023

Dear Parents / Carers

We would like to give notice of the AGM of the St Mary's PTA (Carshalton), to be held on **Thursday 27th April 2023** at 7.30pm in the Infant School Hall. We have attached the agenda below.

In a break from tradition we are planning on making this a fun Quiz night which we will intersperse the formal requirements of the PTA AGM throughout the night.

Please sign up to the quiz via classlist: <https://app.classlist.com/events/#/events/view/974370975>
(more information on signing up will be posted via Whatsapp Groups)

The PTA plays a vital part in the school community and all parents, carers and teachers, as members of the PTA, are invited to support the AGM. This is your chance to hear how the funds you have helped to raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PTA Charity Trustees, who represent the association throughout the forthcoming year. If you wish to stand as a Trustee for the first time you should submit your nomination in advance of the AGM. Existing Trustees wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

We currently have one Trustee who is stepping down from their duties after 8 years so we do have a vacancy to fill. If you would like any further information about being a Trustee, please speak to Lara Kenneavy.

As our PTA is a registered charity, before submitting your application, please read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*'. A copy of the booklet can be found on the Charity Commission website.

Please return the attached nomination slips to the school office by Tuesday 25th April.

In addition to the formal Trustee roles, we are looking for volunteers to join our dynamic team as PTA representatives or people who would like to be a general helper. Please come along to the AGM to find out more about how you can get involved.

It is important to note that by attending the AGM, you do not have to sign up to anything or volunteer to organise events but it is your opportunity to have your say in the way the PTA is run and funds are raised and donated.

We look forward to seeing you on **Thursday 27th April 2023**.

Kind Regards,

Lara Kenneavy (Chair)



NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Trustee

Nominated by

[Please sign and print name]

Seconded by

[Please sign and print name]

I (nominee name) **agree to my nomination for the position of**

Signed

Date



St Mary's Parent Teachers Association Annual General Meeting

Agenda

Date: Thursday 27th April 2023

Time: 7.30pm

Location: Infant School Hall

Apologies received:

Item ref	Item description	Presenter
1	Administration	
1.1	Welcome and Apologies	Co-Chair
1.2	Approval of AGM 2022 minutes	Co-Chair
2	AGM Business	
2.1	Chair's report	Co-Chair
2.2	Treasurer's report	Treasurer
2.3	School's report	Headteacher
2.4	Election of officers	Co-Chair
3	Any other business	
Date of 2024 AGM: To be confirmed		