

9 September 2016

Dear Parents, Guardians and Staff

Winifriends, St Winifred's School Parent Staff Association, Annual General Meeting (AGM)

I hereby give notice of the AGM of St. Winifred's School Parent Staff Association, Winifriends, to be held on Friday 30 September 2016. The event will commence at 3pm with coffee and cake sale in aid of Macmillan Cancer Support, followed by Winifriends' Annual General Meeting at 4pm in the school hall. The agenda can be found on the attached page and we anticipate that the AGM should last less than one hour.

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

The AGM is also the opportunity for you to elect the next Winifriends Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Each nomination requires a proposer and seconder, and the agreement of the nominee.

If you would like any further information about what is involved in being on the Committee, please speak to myself or anyone other existing committee members.

Please return the slip below as soon as possible.

We look forward to seeing you at the cake sale and AGM.

Kind regards

Manuela Horwood
Chair, Winifriends



I/We shall/shall not be attending the Winifriends AGM on Friday 30 September 2016



Signed Print Name.....



NOMINATION FOR OFFICER/MEMBER OF WINFRIENDS PSA COMMITTEE

Nominee
For position of: Chair/Secretary/Treasurer/Ordinary Committee Member [mark one]

Proposer Secondor
[please sign and print name] [please sign and print name]

I agree to my nomination for the position of

Signed Date

**St Winifred's School
Parent Staff Association**

ANNUAL GENERAL MEETING

Friday 30 September 2016

To be held in the School Hall at 4pm

AGENDA

1. Apologies for absence
2. Minutes of the Extraordinary General Meeting held on 3 November 2015
3. Matters arising from the Minutes
4. Chair's Report for 2015/2016
5. Treasurer's Report for 2015/16
6. Appointment of an Independent Examiner of Accounts for the year 2016/17
7. Election of Officers and Members of the Committee
 - Chairman
 - Secretary
 - Treasurer
 - Ordinary Committee members
8. Any Other Business