

26<sup>th</sup> September 2017

Dear PTFA members,

**Notice of Annual General Meeting**

In accordance with the PTFA constitution, we are required to hold an Annual General Meeting and to provide members with 21 clear days' notice of that meeting. Please find attached the formal notice from the PTFA committee.

This year, the PTFA will be running "drop in" sessions in the music room during the parents' evenings taking place on 17<sup>th</sup> and 18<sup>th</sup> October. We hope this approach will allow as many of you as possible to review our report and accounts for 2016/17, to see how the funds you have helped to raise have been used for the benefit of the children at our school, to find out about our plans for 2017/18, and to ask any questions you may have about the PTFA.

Please note that the session on 17<sup>th</sup> October will be for information only. The formal business of the AGM will be conducted on Wednesday 18<sup>th</sup> October, so if you wish to cast your vote, you may do so only on that date, as per the attached notice.

There will be an election at the AGM to choose the committee members for 2017/18. Existing committee members willing to stand for re-election and anyone wishing to stand as an Officer or Ordinary Committee Member for the first time should be nominated using the form attached to the AGM notice. If you would like any information about being a Committee Member, please email us at [ptfa@dickensheath.org.uk](mailto:ptfa@dickensheath.org.uk).

We will be in touch nearer the time to provide you with further details. We will also post the key documents on [www.dickensheath.org.uk](http://www.dickensheath.org.uk) and will notify you when these are available.

Thank you for your support.

The PTFA Committee.

**NOTICE OF ANNUAL GENERAL MEETING OF  
DICKENS HEATH COMMUNITY PRIMARY SCHOOL PARENT, TEACHERS & FRIENDS' ASSOCIATION  
(The Association)**

Notice is hereby given that an Annual General Meeting of The Association will be held in the music room at Dickens Heath Community Primary School, Three Acres Lane, Dickens Heath, Solihull, B90 1NA on Wednesday 18<sup>th</sup> October 2017 at 3.45pm until 6.00pm for the following purposes:

- 1) To receive the accounts for The Association for the financial period ended 31<sup>st</sup> July 2017.
- 2) To approve the adoption of an updated constitution. (copy available on [www.dickensheath.org.uk](http://www.dickensheath.org.uk) )
- 3) To receive the report of the committee of The Association's activities since the previous AGM.
- 4) To elect the committee of The Association from nominations put forward using the nomination form supplied with this notice.
- 5) To empower the committee to appoint an independent auditor or examiner for The Association.

Dated: 26<sup>th</sup> September 2017

Dickens Heath School PTFA  
Three Acres Lane  
Dickens Heath  
Solihull  
B90 1NA

Notes:

- 1) You are a member of The Association if you are the parent, guardian or carer of a current pupil or are a current member of staff (teaching or non-teaching) employed by the school.
- 2) All members are entitled to attend and vote at the meeting. In order to cast your vote, you must attend the meeting.

**NOMINATION FORM FOR OFFICER/MEMBER  
 of the Dickens Heath Community Primary School Parent, Teacher & Friends' Association Committee**

Please write clearly in capital letters.

Name of nominee				
For position of (please tick one box only)	Chair	Treasurer	Secretary	Ordinary Committee Member
Name of proposer				
Signature of proposer				
Name of seconder				
Signature of seconder				

Approval and signature of nominee:

I .....

agree to my nomination for the position of .....

I understand that as the PTFA is a registered charity, all committee members automatically become Trustees of the Charity.

Signed .....

Date .....

Please return this form to the school office or send a via email to [ptfa@dickensheath.org.uk](mailto:ptfa@dickensheath.org.uk) by no later than 9.00am on Monday 16<sup>th</sup> October. Alternatively, forms may be handed direct to a PTFA committee member at the parents' evening "drop in" sessions on 17<sup>th</sup> and 18<sup>th</sup> October. Forms submitted in this way must be received by no later than 3.45 pm on 18<sup>th</sup> October 2017. Thank you.