

1<sup>st</sup> October 2018

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.

There will be an election at the AGM to choose the committee members for 2018/19. 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 hope you'll be able to come along to cast your vote and to approve our report and accounts, but we appreciate it won't be possible for everyone to attend, so we will post the key AGM documents on our website ([www.dickensheath.org.uk](http://www.dickensheath.org.uk)) to ensure these are available to all. Please also look out for our information boards which will be displayed at the Parents Evenings taking place on 23<sup>rd</sup> and 24<sup>th</sup> October 2018.

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 Tuesday 23<sup>rd</sup> October 2018 at 3.40pm:

- 1) To receive the accounts for The Association for the financial period ended 31st August 2018.
- 2) To receive the report of the committee of The Association's activities since the previous AGM.
- 3) To elect the committee of The Association from nominations put forward using the nomination form supplied with this notice.
- 4) To empower the committee to appoint an independent auditor or examiner for The Association.

Dated: 1<sup>st</sup> October 2018

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 - 2018/19**  
**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. I confirm that I am suitable and eligible to become a Trustee, as per the Charity Commission guidelines available at [www.gov.uk/guidance/trustee-board-people-and-skills](http://www.gov.uk/guidance/trustee-board-people-and-skills)

Signed .....

Date .....

Please return this form to the school office or send via email to [ptfa@dickensheath.org.uk](mailto:ptfa@dickensheath.org.uk) by no later than 9.00am on Tuesday 23<sup>rd</sup> October 2018. Alternatively, forms may be handed direct to a PTFA committee member at the AGM meeting on 23<sup>rd</sup> October 2018 by no later than 3.40pm.