

16th December 2021

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. This year the meeting will be held via Teams on Thursday 13th January 2022 at 7.30pm and a meeting link is provided in the attached AGM notice.

There will be an election at the AGM to choose the committee members for 2021/22. 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. I am pleased to let you know that I have so far received 5 nominations from parents wishing to take on a committee role or continue as a committee member.

We appreciate it won't be possible for everyone to attend the AGM, so in the new year we will also communicate the key AGM documents on our information board at school and via our website www.dickensheath.org.uk

Thank you for your support and wishing you and your families a happy and restful Christmas break.

Yours sincerely

Beth Hodgetts

PTFA Chairperson.

**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 via Teams on Thursday 13th January 2022 at 7.30pm. ***Please click on this link to join the meeting:***

[PTFA AGM Meeting 13th January 2022](#)

Agenda:

- 1) To receive the accounts for The Association for the financial period ended 31st August 2021.
- 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: 16th December 2021

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 – 2022/2023

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				

*a parent, guardian or carer of a current pupil or a current member of staff (teaching or non-teaching) employed by the school.

Approval and signature of nominee:

I approve my nomination for the position of

Full name

Address

Date of Birth

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

Signed

Date

Please return this form via email to ptfa@dickensheath.org.uk by no later than 9.00am on Thursday 13th January 2022. Alternatively, forms may be handed direct to a PTFA committee member by no later than 9.00am on Thursday 13th January 2022.