Church Road Meole Brace Shrewsbury Shropshire SY3 9HG

Let Your Light Shine!

Friends of Meole Brace Primary School & Nursery

Registered Charity Number 1141945

 9thFebruary 2021

Dear Parents, Carers and Associates

**Friends Annual General Meeting (AGM)**

I hereby give notice of the AGM of Meole Brace Primary School & Nursery Friends Association, to be held on-line on

**Thursday 4th March 2021 at 8pm**.

The meeting will commence at **8pm on Zoom** and should last approximately 30 minutes.

The Friends Association plays a vital part in the school community and all parents/carers, as members of the Friends, 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.

It is acknowledged that this AGM is over-due due to Covid related restrictions, but in the spirit of moving on we are proceeding with an online meeting to fulfil the responsibilities set out in our constitution. Minutes of the last AGM held on 12th July 2019 can be viewed on the school website under the Friends section.

The AGM is also an opportunity for you to elect the PTA Committee, to represent the association throughout the forthcoming academic year. We would welcome nominations from anyone wanting to get involved with supporting our wonderful school community, but in particular those with any experience in event management/ hospitality/ retail/ logistics. Positions currently held:

Chair/ Trustee: *Kate Dodds*

Committee Member/ Trustee: *Emma Hayman*

Committee Member/ Trustee: *Helen Haddock*

Committee Member/ Trustee: *Kate Boughton*

Committee Member/ Trustee: *Natalie Richards*

Co-opted Treasurer: *Sandra Holloway*

**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 a Committee Member, for the first time.** Please email directly to[meolepta@outlook.com](file:///C%3A%5CUsers%5Ckate.dodds%5CDocuments%5CPTA%5CAGM%5Cmeolepta%40outlook.com) with the subject header “NOMINATIONS” indicating your name and position standing for.

If you would like any further information about what is involved in being a Committee Member, please contact The Friends at [meolepta@outlook.com](file:///C%3A%5CUsers%5Ckate.dodds%5CDocuments%5CPTA%5CAGM%5Cmeolepta%40outlook.com). As our Friends Association is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication [‘The Essential Trustee – What you need to know’](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do) and the Model Constitution (in particular, section 6 ‘The Committee’). Both of these documents can be viewed on the Friends page of the school website or can be requested by emailing us.

We look forward to seeing you on 4th March.

Kind Regards

***Kate Dodds***

Headteacher: Mr. Henry Bray

Deputy Headteacher: Mrs Hayley Lakin

***Community Respect Perseverance***