



St. Peter's School Association

2 October 2018

Dear Parents/Carers/Members of the SPSA,

St Peter's School Association (SPSA) Annual General Meeting

We are pleased to invite you to our Annual General Meeting (AGM) to be held on **Tuesday 30th October 2018 at 7pm in the School Hall**. The purpose of this meeting is to:

- Receive reports from the Chair and Treasurer outlining the past year's activity and current financial position.
- To agree new fundraising targets and activity.
- To elect new committee members for 2018/2019.
- To confirm Class Reps for each class.

The meeting will take about one hour and refreshments will be provided.

There are currently four voluntary (unpaid) elected positions within the SPSA. They are listed below with their current incumbents and a brief description of key responsibilities. The roles are not fixed and the Committee all join in and take on different roles as and when required.

- **Chair** (Beckie Leppington and Heidi Ellis) – set out and deliver an agreed schedule of fundraising activities, run meetings, manage communications.
- **Vice-Chair** (Nicola Jeffs) – support the chair, take an active role in planning and running activities.
- **Treasurer** (Hayley and Craig Button) – maintain the financial accounts, arrange floats and banking for activities.
- **Secretary** (Terrie Harvey) – produce meeting agendas, take and circulate minutes, arrange licences for events, help in planning and running activities.

The Committee is very well-supported by Class Representatives who are volunteers who perform a vital role working with and supporting the Committee.

Three committee members are stepping down this year: Beckie Leppington, Heidi Ells and Terrie Harvey. Therefore the following positions are available: **Chair and Secretary. Please consider stepping forward and volunteering for a committee position. It is a great way to get involved in school life and meet other parents and children.**

If you wish to nominate yourself, or someone else (with their permission) please send your nomination in advance of the AGM using the attached form. A vote will be taken if the number of nominations received exceeds the number of elected positions. Each role could easily be shared between two people so feel free to nominate yourself jointly with someone else. **Please return the form as soon as possible, or by Monday 29 October** at the latest in the SPSA post box by the school office.

If you would like more information about what is involved, please contact us at stpeterspspa@gmail.com.

We look forward to seeing you at the AGM.

Beckie Leppington and Heidi Ellis, Co Chairs – St Peter's School Association

NOMINATION FOR MEMBER OF THE SPSA COMMITTEE OR CLASS REPRESENTATIVE

As the SPSA is a registered charity, (Registered Charity Number 1019291), 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'. A copy of the booklet can be downloaded from the Charity Commission website.

<https://www.gov.uk/government/news/the-essential-trustee-new-guidance-on-trustees-responsibilities>

Nominee (Name)

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Parent/Carer ofClass.....

Contact phone number / email address.....

For position of (Please circle)

- Chair
- Secretary
- Class Rep

If class rep, for class:

Name of nominators

Proposer..... Secondeer.....

.....

(Please sign and print name)

(Please sign and print name)

I agree to my nominations for the position of

Signed..... Date.....

Please post in the SPSA post box by the school office by 4pm on Monday 29 October 2018. Thank you.