

# Larchwood Primary Parents' Association

## Larchwood Primary School

Date: 23<sup>rd</sup> September 2019

Dear Parents/Carers

We would like to give notice of the AGM of the *Larchwood Primary Parents' Association*, to be held on 14<sup>th</sup> October 2019. The evening will start at 5:15pm with tea and cakes, followed by the LPPA Annual General Meeting at 5:30pm-6.00pm in the school hall. (No children please)

The LPPA plays a vital part in the school community and all parents, as members of the LPPA, 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/students at our school.

The AGM is also an opportunity for you to elect the LPPA Committee, who will represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the LPPA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please contact us via our Email. As our LPPA is looking to become 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 (CC3)*. A copy of the booklet can be found on the Charity Commission website.

Please return the slips below as soon as possible, or by 10<sup>th</sup> October 2019 at the latest to the school office or email the LPPA [Larchwoodpa@yahoo.com](mailto:Larchwoodpa@yahoo.com).

We look forward to seeing you on 14<sup>th</sup> October 2019.

Kind Regards  
**Shelley Musgrave**



I/We shall/shall not be attending AGM Evening on 14<sup>th</sup> October 2019.

Signed ..... Print Name .....

### NOMINATION FOR OFFICER/MEMBER OF THE LPPA COMMITTEE

Nominee .....

For position of: Chair/CoChair/ViceChair/Secretary/Treasurer/CoTreasurer/CommunityEngagementOfficer  
(Circle one)

Seconded by .....

[Please sign and print name]

Non-Elected roles: Fundraising Member/Volunteer [Circle one]

I ..... (nominee name) agree to my nomination for the position of .....

Signed .....

Date .....

**Larchwood Primary School  
Larchwood Primary Parents' Association**

**ANNUAL GENERAL MEETING**

**14 OCTOBER 2019**

**To be held in the School Hall at 5.30pm**

**AGENDA**

**Ordinary Business**

- 1] Adoption of the Parentkind Constitution
- 2] Chair's Report for 2018/2019 & New Events for 2019/2020
- 3] Treasurer's Report for the year ending 31 AUGUST 2019
- 4] Election of Officers and Trustees of the Committee
  - Chair
  - Co-Chair
  - Vice Chair
  - Secretary
  - Treasurer
  - Co-Treasurer
  - Community Engagement Officer
- 5] Non-elected Roles: Fundraising Member/Volunteer

**Any Other Business**

- 6] Registration for Charity Status

## **Role of Chair/Co-Chair**

The Chair directs meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

## **Role of Vice Chair**

The Vice Chair supports the Chair/Co-Chair in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chair/Co-Chair when necessary and assists in the organisation and operation of the PA. The Vice Chair also makes sure that the association is GDPR compliant.

## **Role of Treasurer/Co-Treasurer**

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

## **Role of Secretary**

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records.

## **Role of Community Engagement Office**

The Community Engagement Officer is responsible for procuring donations from outside sources for all PA Events. They are equally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity. As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association.