

Parents
And
Community of
Eastcote



Registered Charity No: 276984

Date: 11th September 2017

Dear Parents/Carers

RE: Notice of PACE Annual General Meeting

We will be holding our Annual General Meeting on Thursday 28th September from 3.30pm in the school library.

We welcome all parents, grandparents and carers, and would love to tell you all about the fundraising activities that we have planned over the past year and what we have planned for the coming year.

There is a number of committee positions to be filled, these are:

Chairperson
Vice Chairperson
Treasurer
Secretary
Social Secretary

We would welcome any new parents that would like to join the team, be that in a committee position or as part of the team to help at events etc. Everything we do benefits the children and the school and without your help we just can't organize and run these events.

If you are interested in any of the above positions please complete the attached nomination form. Please sign the form and have it seconded by one other. If you are nominating yourself it is essential that you attend the meeting in person. Votes can then be counted through a show of hands on the night.

The AGM Agenda is as follows:

1. Apologies for absence
2. Matters arising
3. Head Teachers Address
4. Chairpersons report
5. Treasurers report
6. Nominations for PACE committee
7. Appointment of auditor
8. Any other business

Yours faithfully

Vicky Wilkinson
PACE Chair

NOMINATION FORM FOR PACE COMMITTEE

I wish to nominate myself _____ (name) to serve as
_____ (committee role) of PACE for the coming year.

I understand that votes will be counted on the night by a show of hands by
attendees at the AGM.

Proposed by _____ Seconded by _____

Date _____