



CHINGFORD CHURCH OF ENGLAND SCHOOL PARENTS ASSOCIATION
Registered Charity No: 1157227

Dear Parents/Carers

February 2019

Notice of PA Annual General Meeting (AGM)
TUESDAY 12th MARCH 2019, @ 6.30pm, Junior School Hall

We hereby give notice for the AGM of the Chingford C of E Schools Parents Association, to be held on **Tuesday 12th March 2019**. The PA plays a vital part in the school community and all parents/carers, as members of the PA, are invited to attend and celebrate our achievements.

Please join us in the **Junior School Hall** from **6.30pm** for **complementary CHEESE AND WINE** followed by a short **AGM**. Come and learn how we have spent the monies raised, hear a round-up of the past years' events as well as the 2018/19 financial report and elect the new 2019/20 committee..

ELECTION OF THE NEW COMMITTEE.

All current Committee Members will stand down from their positions at the AGM and stand for re-election (should they wish). **ALL roles are open to all Parents/Carers** who put themselves forward for nomination to the committee. Nominees may stand for any of the following roles:

- Chair: This person chair's PA Meetings and liaises with the school re events, dates and spending requests
- Vice-Chair: This person deputises for the Chair if unavailable
- Treasurer: This person keeps up to date financial records. Provides end of year accounts and statements for meetings, arranges floats/expenditure/banking for events and completes the annual Charities commission form.
- Secretary: This person takes and distributes minutes of meetings.
- Procurement Secretary: This person keeps a record of quantities for events and coordinates the buying of goods
- Communication Secretary: This person keeps the PA website up to date and produces PA newsletters
- Committee Members: These people attend meetings, assist at events, assist in agreeing funding requests and event ideas

If you would like any further information about what is involved in being a Committee Member, please speak to any of the current PA Committee members or contact us via our email address: cofeschoolpa@gmail.com

If you would like to join the committee then please fill in the form below and return it to either of the school offices or by email. **NOTE: Nominations are accepted right up until the commencement of voting of the new committee.**

We look forward to seeing you on March 12th to celebrate another successful year.

Kind regards, The PA Committee



NOMINATION FOR MEMBER OF THE PA COMMITTEE

I (nominee NAME):agree to be nominated as a committee member

with the preferred role of:

Signed (nominee)Date:.....

Proposer(print name)Signed..... Date:

Seconded(print name)Signed..... Date: