

# The Parents & Friends Association of Cedarwood Primary School

Wilkinson Drive, Kesgrave, Ipswich, Suffolk, IP5 2ES  
Registered Charity No. 1092320



September 12<sup>th</sup> 2017

Dear Parents

## **PFC Annual General Meeting (AGM)**

I hereby give notice of the AGM of the Cedarwood School PFC, to be held **on Tuesday 7<sup>th</sup> November 2017**. The evening will commence at 7.30pm in the school staff room. We anticipate that the AGM should last approximately 30 minutes.

The PFC plays a vital part in the school community and all parents, as members of the PFC, are invited to support the AGM. This is your chance to hear and see how the funds you have helped raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PFC committee, to represent the association throughout the forthcoming academic year. 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 an Officer or Ordinary Committee Member, for the first time.

If you would like any further information about what is involved in being a Committee Member, please speak to our current Chair, Rob Mayhew. As our PFC Association is a registered charity, all committee members automatically become Trustees of the Charity.

Please return the slip below as soon as possible, or by Wednesday 1<sup>st</sup> November at the latest.

We look forward to seeing you on 7<sup>th</sup> November 2017.

Rob Mayhew, Chair

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I/We shall/shall not be attending the AGM on 7<sup>th</sup> November 2017

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

### **NOMINATION FOR OFFICER/MEMBER OF THE PFC COMMITTEE**

Nominee.....  
For the position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member (indicate one)

Proposer (please sign & print name)  
.....

Seconder (please sign & print name)  
.....

I..... agree to my nomination for the position of .....

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