



St. Peter's School Association

27th September 2021

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 **Monday 18th October, 7-8pm, 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 2021/2022.
- To confirm Class Reps for each class.

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 Committee all join in and take on different roles as and when required. Committee members named below will be standing for re-election 21/22:

- **Chair** (Nicola Jeffs and Sukeshi Kothari) – set out and deliver an agreed schedule of fundraising activities, run meetings, manage communications.
- **Vice-Chair** (Vicky Paxton - stepping down Oct 21) – support the chair, take an active role in planning and running activities.
- **Treasurer** (Alex & Andrea Nunn) – maintain the financial accounts, arrange floats and banking for activities.
- **Secretary** (Geraldine Bradbury) – produce meeting agendas, take and circulate minutes, arrange licences for events, help in planning activities.

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

THE FOLLOWING POSITIONS ARE VACANT: Vice-Chair and Co- 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 Friday 15th October** at the latest in the SPSA post box by the school office.

If you do not wish to take up an elected position but would like to get involved, please email stpeterspsa@gmail.com. All parents and carers are automatically members of the SPSA, and many parents already volunteer their skills and take on various jobs as delegated by the Committee. Even if you cannot attend meetings, regularly, any assistance you are able to offer is very much appreciated. If you would like more information about what is involved, please contact us at stpeterspsa@gmail.com.

We look forward to seeing you at the AGM, **Nicola Jeffs and Sukeshi Kothari, 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 of Class.....

Contact phone number / email address.....

For position of (Please circle)

- Vice-Chair
- Co-Secretary

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 Friday 15th October 21. Thank you.