

FRIENDS OF REED SCHOOL

Reed First School, Jackson's Lane,
Reed, Royston, Herts, SG8 8AB
Charity commission no: 1091180

ANNUAL GENERAL MEETING

Wednesday 27th November 2019 – 2:30pm

The Friends of Reed School AGM will be held on Wednesday 27th November at 2.30pm in the school hall – everyone is most welcome.

To comply with our constitution and maintain our charitable status we must have at least three times the number of committee members to be 'quorate' i.e. for the meeting to be official and any voting procedures followed correctly. The AGM itself is a very short meeting and aims to inform you of the activities of FoRS over the last year. It also explains the audited accounts. The new committee will then be elected.

We are always grateful to those who are able to support FoRS and would welcome anyone who wants to join the committee. Whilst as a "Friends of" anyone connected to the school is a member of the association, it is the elected committee that act as the charities trustees. Roles up for election include Chair, Treasurer, Secretary and two executive committee members. Below is a brief outline of what each role requires:

Chair

- To lead the committee and FoRS to enable its full purpose.
- To uphold the constitution and to manage all legal aspects associated with the role.
- To plan and prepare all committee meetings and the AGM.
- To write an annual report, outlining developments from the previous year.
- To uphold order and to ensure a code of conduct is followed at all meetings.
- To act as a spokesperson and figurehead for the association.
- To act as a co-signatory on the bank account.
- To provide the final say in all FoRS decisions.

Treasurer

- To oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- To act as a co-signatory on the bank account.
- To manage the lottery license.

Secretary

- To send out the agenda for all meetings.
- To minute all meetings including the AGM, ensuring the documentation is an accurate representation of everything discussed.
- To inform of all publication dates, providing ample time for the documentation to be effectively delivered.
- To provide an archive each year of documented minutes in accordance with the constitution.

Executive Member

- To support the Chair in the running of all events.
- To ensure the remaining committee members are acting in compliance with the constitution.

All parameters of all these roles are based upon the Governance pages 2007, a more in depth breakdown of which can be viewed in the FoRS policies folder.

A nomination form can be found below. If you would like to take on one of these roles please fill in the form and hand it into the school office in advance of the meeting. All roles require a nomination from an existing member of the committee. An agenda is also printed below for your reference.

Alternatively, attached to the bottom of this letter is a return slip where you can register your interest to join our mailing list to find out more about how you can help. All details will be treated confidentially, in accordance with our GDPR policy.

After the conclusion of the AGM, the school premises governor Philip Blenkinsop will host a short presentation on the developments to the library project, for anyone interested in knowing more about how FoRS fundraising is contributing towards this exciting new build.

We very much look forward to seeing you at our AGM. If you have any questions please contact Charlotte Eeles.

Agenda

- Welcome
- Apologies
- Notification of Any Other Business
- Chairs report
- Treasurers report
- Election of the new committee
- AOB
- Date of next meeting
- Close of meeting
- Library presentation

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Please return any completed forms to the school office.

I wish to be proposed at the AGM to serve on the FORS committee in the role of

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Name :

Name of Proposer* / Signature :

(* Must be a current member of the committee)

Friends of Reed School Mailing List

Please return any completed forms to the school office.

I wish to be added to the FoRS mailing list. I understand that my details will be handled in compliance with the FoRS GDPR policy.

Name / Signature :

eMail address :