

# FRIENDS OF REED SCHOOL

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

## ANNUAL GENERAL MEETING

Friday 2<sup>nd</sup> November 2017 – 2:00pm

Dear Parents and Friends,

The Friends of Reed School AGM will be held on Friday 2<sup>nd</sup> November at 2.00pm in the school hall. We are holding this short meeting at this time to enable as many of you as possible to attend before Friday assembly.

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 is a very short meeting and aims to inform you of the activities of the FORS over the last year and explain the audited accounts. The new committee also has to be agreed. Please come along to the meeting and hear how we have spent the money you raised last year. We are always grateful to those who are able to support FORS and would welcome anyone who wants to join the committee. Roles up for election include chairman, secretary, treasurer and general committee members. 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. An agenda is also printed below for your reference.

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

### The FORS team

#### Agenda

- Welcome
- Apologies
- Notification of Any Other Business
- Chairman's report
- Treasurers report
- Election of the new committee
- AOB
- Date of next meeting

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**Friends of Reed School AGM - Friday 2<sup>nd</sup> November 2017 – 2:00pm**

Please return any completed forms to the school office.

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

Name : .....

Name of Proposer (Must be a current member of the committee)

Name : .....

Signed : .....