

**FEBS (Friends of Ernest Bevin School)
Registered Charity No. 800439**

Date: 15th September 2022

Dear Parents,

FEBS Annual General Meeting (AGM) – Friday 14th October 2022

We would like to give notice of the AGM of the FEBS (Friends of Ernest Bevin School), to be held on Friday 14th October 2022. The evening will start at 6:00pm (in the Main Hall) with the FEBS Bevin Quiz and curry night followed by a short break in the evening to accommodate our Annual General Meeting.

FEBS plays a vital part in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school. The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member.

The FEBS committee is comprised of 4 elected committee members (3 Officers with official titles - Chair, Secretary and Treasurer and one other elected committee member. The elected committee members will be legally responsible for the charity and should be willing to attend committee meetings at least 3 times a year (once per term). A copy of the job descriptions for the roles of chair, treasurer, secretary and committee member are circulated alongside this letter. There may be additional meetings if an event is being organised. Please note that at any committee meeting, only the elected committee members will be permitted a vote on an issue.

As our PTA is a registered charity, 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 (CC3)*'. A copy of the booklet can be found on the Charity Commission website. If anyone wishes to be put their names down to be on the committee, please note they will need to sign a 'Trustee's Eligibility Declaration Form' which will be held on file for future reference.

If you do not wish to go for a formal role, you are more than welcome to be in the wider FEBS group to share your ideas and be involved in events in whatever capacity you can. All assistance and contributions are welcome!

Please return the slips by email with information below as soon as possible by latest 7th October 2022 by emailing the FEBS email address febssw17@gmail.com. **Please note that our constitution requires attendance of at least twenty-five people and therefore if we are not quorate, this meeting cannot go ahead.**

If you would like any further information about being a Committee Member, please email febssw17@gmail.com.

We look forward to seeing you on 14th October 2022.

Kind Regards,

FEBS Committee / Trustees



I/We shall/shall not be attending the FEBS AGM Evening on 14th October 2022

SignedPrint Name

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]

Nominated by

Seconded by

I (nominee name) agree to my nomination for the position of

Signed Date