

**Stamford Junior School
Parent Teacher & Friends Association**

Date: 29 September

2022

Notice of Inaugural Annual General Meeting (AGM)

Parent, Teacher and Friends Association

We would like to give notice of the AGM of the Stamford Junior School Association, to be held on Friday 4 November 2022. The meeting will start at 8.30am in St Michael's Boarding House, all are welcome.

The AGM is an opportunity for you to formally elect the Committee, prior to the association becoming a registered charity. The Committee of Trustees proposed is:

Iryna Jordan – Chair
Alice Barker – Vice Chair
Liz Thompson – Secretary
Toby Cole – Treasurer

We are establishing a charity to ensure good governance and to comply with current regulations. We will be established as a Parents, Teachers and Friends Association to allow teachers and the wider community to become committee members if they wish to either now or in the future. We also propose to vote on the adoption of a constitution which will underpin our work in supporting the school as we become a registered charity. A copy of the draft constitution, which is the model constitution provided by Parentkind, a membership organisation for Parents' Associations is available on our website www.sjs-parentsassociation.com/.

If you would like any further information about becoming a Committee Member, please contact *Iryna Jordan* (sjs.pa.chair@gmail.com) or *Alice Barker* (sjs.pa.vicechair@gmail.com). As it is proposed that our association is to become a registered charity, all elected committee members (i.e. Chair, Secretary and Treasurer) automatically become trustees of the charity and have a legal duty to ensure that the charity acts lawfully and is managed properly. If you wish to join the committee, 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.

It is not a requirement for you to become a committee member if you are a year rep or a volunteer at events.

We look forward to seeing you on *4 November 2022* which will be a busy day with the AGM leading straight in to setting up for Firework Night that evening.

Kind Regards,

The PTFA Committee