



**Swallowfield Primary School
Parent, Teacher and Friends Association
Registered Charity No. 1082952**

**ANNUAL GENERAL MEETING
20th September 2023**

**To be held in the School Hall.
Doors open at 7.30pm, meeting starts at 8:00 pm.**

AGENDA

Ordinary Business

- 1] Apologies for absence
- 2] Minutes of the Annual General Meeting held on 29th September 2022
- 3] Matters arising from the Minutes
- 4] Chair's Report for 2022/2023
- 5] Treasurer's Report for the year ending 31 August 2023.
- 6] Election of Officers and Trustees of the Committee

Chair

Vice Chair

Treasurer

Secretary

Ordinary Committee members – up to a maximum of five ordinary committee members to be elected.

Special Business

- 8] Vote on whether to update PTFA constitution and records with the Charity Commission solely to change name from Swallowfield Lower School Parents, Teachers and Friends Association to Swallowfield Primary School Parents, Teachers and Friends Association.

Any Other Business

- 9] Other business