Chesnut Lodge School and Specialist SEN College

Headteacher: Mrs Heather Austin B.Ed.(Hons)**,** NPQH

11th October 2016

Dear parents, staff and friends,

You are cordially invited to join us at the **Annual General Meeting** of Chesnut Lodge Schools Parent and Staff Association on **Tuesday 15th November at 3.15pm** in the staff room at school.

Where we will discuss and vote for our new committee, our future fundraising plans and ideas.

Please do your best to support the pupils of our school.

With regards

Kim Histon (Chair person)

Agenda

Welcome by Mrs Austin and why the PSA is needed.

1. Apologies for absence
2. Minutes of last AGM meeting
3. Matters arising
4. Chairs Report
5. Treasurers Report
6. Election of Officers and Members of the committee

* Chair
* Treasurer
* Secretary
* Committee members

1. Assigning bank signatories if needed (i.e. change of Officers)
2. Fundraising ideas.
3. Any other business
4. Date and time of next General Meeting
5. There will follow a short meeting of the new PSA committee.