

CLAYGATE PRIMARY SCHOOL PARENTS ASSOCIATION

Notice of Meeting

NOTICE IS HEREBY GIVEN that the 2024 Annual General Meeting of CLAYGATE PRIMARY SCHOOL PARENTS ASSOCIATION will be held at the Claygate Village Hall, Church Road, Claygate KT10 0JP at 18:45 on 27th September 2024 to transact the following business.

AGENDA

- Minutes of the previous meeting
 - To be agreed and matters arising
- Reports and accounts
 - To receive and consider the accounts for the year ended 31 July 2024 and the reports of the charity trustees.
- Independent Examiner
 - To appoint Paul Hickson to undertake an independent examination of the 24/25 accounts
- Appointment of charity trustees
 - To re-appoint Emily Tye as Chair for a third period of one year.
 - To re-appoint Natasha Schoeler as Secretary for a third period of one year.
 - To re-appoint Lee Wateridge as Treasurer for a third period of one year.
- Updates to the Constitution (adopted 24 October 1974 and amended by resolution 19 October 2023)
 - To consider and vote upon the following resolutions:
 - That Clause 6 of the constitution be amended to read “Officers of the Association shall be Chairperson, Secretary and Treasurer.”
 - That Clause 9 of the constitution be amended to read: “A quorum shall consist of four members, including two officers.”
 - That Clause 11 of the constitution be amended as follows:
 - Delete: “and the cheques must be signed by two of the four officers”
 - Replace with: “and all payments must be authorised by two of the three officers”
- Members proposed resolutions
 - Details will be given once proposed resolutions are received. Proposed resolutions should be sent to the Secretary by 18:00 on 13th September 2024. If required, a revised agenda will be issued by 16th September 2023.
- 24/25 Funding
 - To review the schools list of funding requests and agree the Associations priorities for the current school year.
- Any other business
 - To deal with any matters raised at the meeting.

By order of the Board of charity trustees

Natasha Schoeler

Secretary

4th September 2024