

SS PHILIP AND JAMES PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

ANNOUNCEMENT OF ANNUAL GENERAL MEETING
TO BE HELD ON

**MONDAY 18 SEPTEMBER 2017, 8pm
SCHOOL HALL**

AGENDA & ORDER OF EVENTS

8:00-8:20pm: Drinks and Social

8:20pm: Start of Meeting

Agenda

1. Welcome & Apologies for absence
2. Distribution of Minutes from AGM held 20 September 2016
3. Matters arising from previous AGM minutes
4. Message from Head teacher
5. Chair Report for Academic Year September 2016-July 2017
6. Treasurer Report for year ending 31 August 2017
7. Vote for appointment of Independent Examiner of Accounts for year ending 31 August 2017
8. Resignation of current Committee Members and Trustees
9. Nominations and election of Officers and Trustees of the Committee
 - Chair
 - Secretary
 - Treasurer
 - Class Rep Coordinator
 - Project Coordinator
10. Advisors to the Committee
 - Website Manager
 - Email Coordinator
11. Comments/Suggestions/Questions from parents
12. AOB