

**Shipbourne Primary School
Parent Teacher Association
Registered Charity No. 1094459**

ANNUAL GENERAL MEETING

29th January 2024

To be held in the School Hall at 7.30pm

AGENDA

Ordinary Business

- 1] Apologies for absence
- 2] Minutes of the last committee meeting.
- 3] Matters arising from the Minutes
- 4] Chair's Report for 2023/2024
- 5] Treasurer's Report for the year ending 31/12/24 and confirmation that accounts are sent to Charity Commission annually.
- 6] Appointment of an Independent Examiner of Accounts for the year ending 5th April 2024 – if required.
- 7] Election of Officers and Trustees of the Committee

Chair
Secretary
Treasurer
Ordinary Committee members

Special Business

- 8] Events for this academic year
- 9) School spending wish list for this academic year
- 10) Dates for committee meetings

Any Other Business

- 9] Other business