



## Notice of Annual General Meeting Parents at Wheatfields School

**NOTICE IS HEREBY GIVEN THAT THE Annual General Meeting (AGM) of Parents at Wheatfields School (PAWS) will be held on Tuesday 23rd September at 7:00pm via the Zoom virtual meeting platform.**

If anyone would like to stand for the committee, we have two vacancies.

Our first vacancy is for co-chair.

The second vacancy is for a new role of **vice treasurer** this year. This role is to support our current treasurer with some of the admin tasks associated managing our accounts, and counting money raised at events. No accounting experience is necessary as training and support will be available.

As PAWS is a registered charity, all committee members automatically become trustees of the charity. If you are interested, please read the Charity Commission publication 'The essential trustee – what you need to know'  
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

You can also join as a general committee member.

If you are interested in either of these roles please email your nomination to the current co-chairs (Nicole Davies or Stacey Roe) prior to the meeting  
[pawscommittee@gmail.com](mailto:pawscommittee@gmail.com)

Every parent and carer who has a child at Wheatfields is automatically a member of PAWS. All Members are invited to attend the AGM.

## AGENDA

1. Minutes of last meeting
2. Election of officers and committee

The current officers are:

Nicole Davies - Co- chair  
Stacey Roe - Co-chair  
Marianna Whelan – Treasurer  
Jade Jerries– Secretary

- Each officer will be required to be proposed and seconded at the AGM

# Parents At Wheatfields School



3. Chairperson and Treasurers reports – 2024/2025
4. This year's project – 2025/2026
5. Any other business
6. Date of next meeting