



## 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 2<sup>nd</sup> November 2021 at school. Doors open at 7pm for a 7:15pm start.**

**If anyone would like to stand for the committee this year either as an officer or as a general committee member please email your nomination to the chair prior to the meeting [paula.j.melville@gmail.com](mailto:paula.j.melville@gmail.com)**

**As PAWS is a registered charity, all committee members automatically become trustees of the charity. Before submitting your nomination 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>**

**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:

Paula Melville – Chair
Kirsten McLaughlin – Treasurer
Jade Hockie – Secretary
Katie Skinner – Member

  - All members are prepared to stand again.
  - Each officer will be required to be proposed and seconded at the AGM
3. Review/update of constitution
4. Chairperson and Treasurers reports – 2020/2021
5. This year's project – 2021/2022
6. Any other business
7. Date of next meeting