



## **Friends of St Marks AGM 3<sup>rd</sup> October 2023 8.15pm virtual meeting on Zoom**

### **Followed by an Open Meeting approximately 8.45pm**

Date: 28<sup>th</sup> September 2023

Dear Parents and Carers,

We would like to invite you to the Annual General Meeting (AGM) of the PTA, Friends of St Mark's school (FOSM), to be held on 3<sup>rd</sup> October 2023. The meeting will start at 8.15pm with the AGM, followed by an Open Meeting at approximately 8.45pm to discuss fundraising ideas to enable us to contribute to the school's needs this year. The agendas for both meetings are attached. The meetings will conclude by 9.30pm at the very latest.

FOSM plays a vital part in the school community and all parents and carers, as members of FOSM, are invited to attend the AGM and Open Meeting. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children at our school, and to help plan for the year ahead.

The AGM is also an opportunity for you to elect the FOSM Trustees, who make up the committee and will represent the association throughout the forthcoming year. The existing committee positions are three ordinary committee members, a treasurer and a secretary (which has been vacant all year). We currently operate without a chairperson, instead all committee members share the responsibilities of the role. The existing committee is not going to stand again for this upcoming year so we are actively looking for new committee members. We warmly welcome all applications. A description of all the positions is attached for your information. We will also be electing year group representatives who play an active role in all FOSM fundraising events and communication.

As per the constitution, in order to keep running, FOSM needs a minimum of two committee members of which one must be a treasurer. We want FOSM to continue its great work and fundraising for the school (over the last two years contributions to the school have been over £15,000!) so need your help to meet these minimum requirements.

If you would like to express interest in becoming a committee member or year group representative, or have any questions at all, please feel free to speak to any of the existing committee: Zoe Carlisle, Victoria Tackie, Astrid Williams and Elizabeth Mills or email [fosmstaplefield@gmail.com](mailto:fosmstaplefield@gmail.com). We'll be happy to help! We plan to stay actively involved to support the new committee.

As FOSM is a registered charity, anybody interested in a committee position should read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*'. A copy of the booklet can be found on the Charity Commission website.

We look forward to seeing you on 3<sup>rd</sup> October.

Kind Regards,

***Elizabeth, Zoe, Victoria and Astrid***

***FOSM Committee***