



**Friends of Lavant Primary School**

West Stoke Road,  
Lavant, Chichester,  
PO18 0BW

**Friends of Lavant Primary School  
Annual General Meeting  
Tuesday 24th September 2019 7.00pm**

Dear Parents

On behalf of the Friends Committee I would like to invite all parents to our Annual General Meeting on Tuesday 24th September 2019 at 7.00pm in the school library.

As several of our current committee member's children have now moved on to Secondary School, we really do need new members to join the team. Maybe you have some new ideas for events or can spare some time to help out? I have also made the decision to step down from the Friends at the end of this School year. I have thoroughly enjoyed my time on the Friends but as my children left the school several years ago now I feel it is the right time for someone new to take on the role. I am happy to co-chair this year if there is anyone who would like to take the role on with me to learn how it all works. Everyone is welcome to come along to our AGM, after all each and EVERY child benefits from what we do. It is a great way to find out what is going on and to make new friends.

If you would like to become more involved either as a helper or committee member, below is a brief outline of what the positions entail:

Helper - Welcome to attend meetings & help at events when able to.

Committee Member – a trustee of the Friends. Your name will be published as such with the Charities Commission and you will be entitled to vote on decisions at meetings. You could help to organize / lead an event, or take on a task such as shopping once a term.

If you would like to join the committee please fill in the slip and return it to school before Monday 23rd September or bring it with you on the evening. You do not have to complete the slip to come along to the meeting and please do not feel that you have to commit to every event any help you can offer will be very much appreciated. Please note that existing committee members who wish to remain on the committee must also submit a form.

If you would like more information on becoming a committee member, please return the reply slip with your question and contact details.

Claire Griffiths  
Chair of the Friends of Lavant CE Primary School

## **Friends of Lavant Primary School (AGM 2019)**

I..... wish to be elected to the Friends committee.

I am nominated by two parents who have signed below:

1.....

2.....

I would be interested in the following posts (please tick):

Chair ( ) Vice Chair ( ) Treasurer ( ) Secretary ( )  
Committee member ( ) Helper ( )

I would like more information on the following:

My contact details are: