



2 November 2022

Dear Parents/ guardians

Maiden Erlegh Reading Parents' Association

We are delighted to inform you that we will be holding the first Annual General Meeting ('AGM') of the Maiden Erlegh Reading Parents' Association on Monday 28 November at 6:00pm. This will be held in the main hall at the school.

The items to be covered at the AGM will be as follows:

- To explain the main priorities of the Parents' Association;
- To agree the Constitution of the Parents' Association;
- To appoint parents who put themselves forward to key positions on the committee.

Further information relating to the Parents' Association, the AGM and the positions available on the committee are included below. Please can I ask that anybody wishing to be put forward for a role on the committee email Julie Foster via the office (meroffice@maidenerleghtrust.org) by **Friday 25 November 2022**.

I would like to take this opportunity to thank all of those parents who have already expressed an interest in a Parents' Association and look forward to working you with in the future.

Yours sincerely

Mr W Graham
Headteacher

What are the proposed objectives of the Parents' Association?

The main purposes of the Parents' Association will be to bring together our school community and to raise money for the school.

What is the constitution of the Parents' Association?

This document will set out the fundamental rules and procedures that committee members must follow when managing the Parents' Association. It will guide the Association's decision-making process and provide the means for resolving any differences that may arise. The constitution describes:

- The aims and powers of the Association;
- The membership;
- The size and structure of the committee and how to elect them;
- AGM and Committee Meeting requirements;
- Guidelines on how to manage the Association, committee and meetings.

We are proposing to adopt the model constitution from ParentKind UK (previously PTA UK), which are available on our website [here](#).

Who will the members of the Parents' Association be?

All Parents/ guardians will automatically become members of the Association. This means that any parent/ guardian attending a meeting will be entitled to vote.

How much of a commitment will I need to make to the Parents' Association?

This can be as much or as little as you wish. Parents/ guardians can be very active on the committee through nominating themselves to a key role (see below) or can choose to just get involved in certain fundraising events across the year.

Which positions are available on the committee?

Initially, we will be looking to appoint to 5 key roles:

- Chairperson;
- Treasurer;
- Secretary;
- Grants and funding officer;
- Press officer (it may be possible to combine this role with the secretary role initially).

If there are a number of people who would like to share one of these roles, we may be able to facilitate this. Please email Julie Foster via meroffice@maidenerleghtrust.org to register your nomination for consideration at the AGM. Roles will be for an initial period of 1 year, until the next AGM of the Parents' Association.

How will parents be appointed to committee roles?

Parents will be asked to email the school to nominate themselves for a committee role. Each nomination will need to be seconded by another member. Where more than one member is nominated for the same role, we will take this to a vote by the members present at the AGM.

What will happen after the AGM?

Once the committee is formed, a further meeting will be arranged to discuss fundraising priorities, suggested events and publicity.