

# **OLSJ Parents' Association**

## **Notice of the 2022/2023 Annual General Meeting**

Date: **20th June 2023**

Dear OLSJ Parents and Guardians,

The Our Lady and St Joseph Primary School (OLSJ) Parents' Association (PA) is pleased to give notice of its Annual General Meeting (AGM) to be held on **Wednesday, 12th July 2023**. The evening will start at 18.30 with the PA AGM, followed by drinks and snacks at **Our Lady and St Joseph Church Hall, 100a Balls Pond Road, London N1 4AG**.

### **What is the PA and its AGM?**

The PA seeks to foster the community of OLSJ parents and carers, children and staff and the wider community, and to raise funds for OLSJ school activities and infrastructure, such as excursions, musical instruments and library books, gardening support and improvement of the school grounds and facilities. The PA aims to support the school and advance the education and well-being of its pupils. As a parent or guardian of a child attending OLSJ, you are a part of the PA and you are invited and encouraged to come to its annual meeting.

At the AGM you will hear what the PA has achieved and how the funds you have helped to raise have been used for the benefit of our children. You will also be invited to vote for our PA adopting a Constitution compliant with charity law and, in accordance with that Constitution, to elect PA Committee members for the 2023/2024 academic year, who will be responsible for the PA adherence to the law on behalf of its members. As always, you will have the chance to share your experience, talent and ideas to make our PA and our community better.

### **Why does the PA need an AGM to comply with charity law?**

All organisations that raise over £5,000/year must be a registered charity. As informed in the PA newsletters, our fundraising goals go beyond this amount and therefore our PA has to be legally constituted, comply with the tax and charity law and be registered as a charity.

There are also several benefits to becoming a charity, such as fundraising from institutions and philanthropists, who will only give money or other benefits to charities, and the PA, when fundraising, will be able to claim Gift Aid. Also, our activities, actions and property can be properly insured.

### **How will the PA be managed?**

The PA's proposed Constitution is a ready-written and checked over template from Parentkind, which is a national charity for 12,500 school parents associations of which OLSJ PA is a member. The template sets out the PA's purpose, rules for its management, elections, financial reports and regular meetings in line with standard practices for this type of organisation and in accordance with legal requirements.

The AGM is an opportunity for parents and carers to elect the PA Committee, who will represent the PA throughout their annual term. There will be five elected posts to include:

- Officers - Chair, Secretary, Treasurer.
- Ordinary Committee members - Events Lead and Communications Lead.

Any parent or carer can stand for any of the roles. The AGM will elect each position with a simple majority of votes.

Following the AGM, provided that the PA has adopted the Constitution and in conformity with it, the Committee Chair will submit an application to the Charity Commission to be registered as a charity.

You can apply to be a member of the Committee, and share a role in the management of the PA. Please see the attached paper "**PA Committee Nomination and Election Rules and Form**" for more information about available posts and how to be nominated.

The PA shall remain approachable and inclusive to all, and all members and ideas are welcomed.

### **AGM Attendance**

There is no formal requirement to register to attend the AGM, but we kindly ask you to confirm your attendance in advance for organisational purposes. Please confirm your attendance by **7th July 2023** to the PA email address [olsjparents@gmail.com](mailto:olsjparents@gmail.com)

Kind Regards

***Fiona Abrams, Chair of OLSJ PA***

### **Attachments**

1. AGM Agenda
2. The Proposed PA Constitution
3. The PA Committee Members Roles
4. The PA Committee nomination and Election Rules and Form

are available under the PA tab on OLSJ website

[http://www.olsjschool.net/web/parents\\_association/](http://www.olsjschool.net/web/parents_association/) and upon request at the school office.