



followed by **Pizza Night!**

TUESDAY 11 JUNE 2024 - 6 - 8pm
The Cannery, Sweet Thursday
95 Southgate Rd, London N1 3JS

Date: 20 May 2024

Dear OLSJ Parents and Carers,

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 **Tuesday, 11 June 2024, at The Cannery, Sweet Thursday Restaurant, 95 Southgate Rd, London N1 3JS**. The evening will start at 6pm with the AGM scheduled to commence at 6.30pm, followed by a **Pizza Night** with complimentary drinks, pizza and snacks. Please note that AGM guests are not allowed to use the restaurant garden.

What is the PA and its AGM?

We are fortunate at our school to have a parents' association that is an integral part of the school community. The PA seeks to **foster the community of OLSJ parents and carers, children and staff and the wider community**, and to **raise funds to support and enhance our school and advance the education** of our children. As parents and carers of the children at the school, we **all automatically become members of the PA** when our child joins OLSJ, so you are invited and encouraged to come to the PA's Annual General Meeting.

The **AGM** is the PA's only formal meeting of the year. It is when the **Chair's report** and the **Treasurer's annual financial report** are presented and it provides an excellent opportunity for all members to come along and hear, in more detail, about the **PA's achievements, the events we have run and how the funds you have helped to raise have been used for the benefit of our children**. **For example, during the previous academic year, 2022/2023, the PA and the school community have raised over £22,000! An amazing amount!** It is also when the **committee members are elected**. And as always, you will have the chance to ask questions and share your experience, talent and ideas to make our PA and our community better.

Election of Committee Members

As a **registered charity**, we have an **elected committee of trustees** to manage the PA (the Committee). At the AGM, you will have the opportunity to **elect PA Committee members for the 2024/2025 academic year**.

ANY MEMBER OF THE PA CAN APPLY TO BE A MEMBER OF THE COMMITTEE. Please refer to section **Nomination and Election Rules** in this invitation letter for further details and information on how to be nominated. We encourage you to come along and take part!

There are five elected posts: **CHAIR, SECRETARY** and **TREASURER** (*officers*), and **EVENTS LEAD** and **COMMUNICATIONS LEAD** (*ordinary committee members*). For a more detailed description of these roles please see the document **PA Committee Members Roles** available under the PA tab on the school website and upon request at the school office.

The AGM will elect each position with a **simple majority of votes cast by the members present**, in accordance with the PA's Constitution. Please see section ***Nomination and Election Rules*** in this invitation letter for a detailed description of the election rules.

The elected Committee members will be charity trustees and responsible for the PA adherence to the law on behalf of its members. The Committee meets on a regular basis with working groups meeting as necessary when we are planning larger events. If you would like any further information about being a Committee member, please speak to your class representative, any member of the Committee, or write to us at the PA email address olsjparents@gmail.com.

Additional information

The following documents are available under the PA tab on the **school website** http://www.olsjschool.net/web/parents_association/ and upon request at the **school office**.

1. This invitation letter, including the Nomination and Election Rules
2. AGM Agenda
3. PA Committee Members Roles

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 **10 June 2024**, to the PA email address olsjparents@gmail.com.

We look forward to seeing you at the AGM!

Kind Regards

Fiona Abrams, Chair of OLSJ PA



OLSJ Parents' Association Nomination and Election Rules

The AGM is an opportunity for members to elect the PA Committee, who will represent the Parents' Association throughout the forthcoming academic year (2024/2025).

Available Roles

There are five elected posts: **chair**, **secretary** and **treasurer** (*officers*), **events lead** and **communications lead** (*ordinary committee members*). For a more detailed description of these roles please see the document **PA Committee Members Roles** available under the PA tab on the school website and upon request at the school office.

Eligibility and Nomination

Any parent or carer, whose child will be at the school for the 2024/2025 academic year, may stand to become a PA Committee member. For anyone wishing to stand for any of the roles for the first time, it is preferable if **nominations are submitted to the PA before the AGM**, but candidates can complete these nominations right up until the votes for the position are called. All nominations must be seconded. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PA of their intention to stay in their role.

Before the vote for each post, nominees will be asked to introduce themselves (one minute only) explaining their interest in that role. The election will be conducted in the following order: chair, secretary, treasurer, events lead and communications lead. You can register as a candidate for more than one position but you can only have one role on the Committee. This means that if you are elected to a role, then you are no longer eligible for other roles this school year.

Trustees' Obligations

As our PA is a registered charity, all committee members automatically become Trustees of the charity and will have to comply with the legal obligations as set out by the Charity Commission (including completing the *Trustee Eligibility Declaration Form* available on the Charity Commission website, and to make certain details available to upload to the relevant Charity Commission's website). Before submitting your nomination form, please read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*', which can be found on the Charity Commission website.

The election of PA Committee members will follow the rules set out in the OLSJ PA Constitution and in this document. Committee members will be elected during the AGM to serve until the date of the next AGM. If there are more nominees than places available, the positions will be elected by a majority of votes cast by members attending the meeting.



OLSJ PARENTS' ASSOCIATION

Registered Charity No. 1207397

Nomination Form

To submit your nomination in advance of the AGM, please fill in the form below, ensure it is signed by you and a seconder who is also a PA member, and send it as a photo or pdf to the PA email address, olsjparents@gmail.com.

OLSJ PA - AGM 2024

I (<i>nominee name</i>)		
parent/guardian of		in year(s)
agree to my nomination for the position of chair / secretary / treasurer / events lead / communications lead. (circle nomination position)		
Nominee signature		
Date		
Seconded (<i>supported/recommended</i>) by		
parent/guardian of		in year(s)
Seconder signature		
Date		

Please send your nomination as soon as possible!