

Dear Parents/Carers

18 May 2018

**Coffee Morning, incorporating the first Friends of Wyre Forest School Annual General Meeting (AGM)**

I hereby give notice of the first AGM of the Friends of Wyre Forest School to be held on Monday 25<sup>th</sup> June 2018. The meeting at Russell House will commence at 9am with the Friends of Wyre Forest School Annual General Meeting, followed by coffee and biscuits. We anticipate that the AGM should last approximately 15 minutes.

Friends of Wyre Forest School was set up at the start of this academic year. It will play a vital part in the school community and all parents/carers are invited to support the AGM. The AGM is an opportunity for you to elect the Friends Committee. Nominations should be sent in advance of the AGM, using the attached form. If no written nominations are received, then nominations can be made in person at the AGM. The roles of Office and Committee Member are:

- Chair
- Treasurer
- Secretary
- Ordinary Committee Member

**People are urgently needed to fill these roles.** Until now The Friends of Wyre Forest School has been run by a temporary steering committee of two people alongside a small group of regular volunteers. It has been fabulous this year to see the children enjoying the Christmas and Spring Fairs and there are plans for a Summer Fair in July to round the year off. But unless these roles are filled the group will sadly have to close, and the Summer Fair will be cancelled.

If you would like any further information about what is involved in being a Committee Member, please visit The Friends of Wyre Forest School section of the school website or speak to Bev Cooper.

The AGM also provides an opportunity to vote on adoption of the proposed constitution, which can be found at The Friends of Wyre Forest School section of the school website. Paper copies can be made available upon request from Bev Cooper.

Please return the nomination form as soon as possible.

We look forward to seeing you on Monday 25<sup>th</sup> June.

Regards

***Sam Cupitt***

**Nomination Form for Friends of Wyre Forest School Committee Member**

Name..... Signature..... Date.....  
(BLOCK LETTERS)

***I wish to stand for the election of \****

- Chair\*
- Treasurer\*
- Secretary\*
- Ordinary Committee Member\*

***The following two parents support my nomination:***

1. Name..... Signature..... Date.....  
(BLOCK LETTERS)

2. Name..... Signature..... Date.....  
(BLOCK LETTERS)

**Please return this form to Bev Cooper**