

PaFoS

Parents and Friends of St Matthew's Bloxam School

St Matthew's Bloxam Church of England Primary School

Registered Charity: 114317

Agenda for AGM Meeting:

Date: Friday 8th September 2023

Time: 1:30 pm

Venue: in school

Agenda Item no	Agenda Item	Time approx
1	Apologies Absent Present	
2	Review last AGM minutes Approve last minutes (minute approval)	10 mins
3	Matters Arising chair and treasurer 3 year position to review Grant secretary role Shadowing trustees	10 mins
4	Adoption of reports Chair annual report Financial report from treasurer	10 mins
5	Nominations and elections treasurer Secretary Vice chair	5 mins
6	Review policy constitution	10 mins
7	Data protection Safeguarding Financial policy review	5 mins
8	AOB Agree quorum Agree meeting platform Allocation of funds in between meetings Whatsapp guidelines Stock check Any keys to be handed over Any trustees stepping down	30 mins
9	Date and time of next meeting	5 mins

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11		
DEADLINE IS 12.00 MIDDAY ON Thursday 7/9/23 Please forward outstanding receipts to the Treasurer and forward agenda additions and apologies to the Secretary by the above deadline		

Please forward any outstanding receipts to the Treasurer.Additions and apologies to : PaFoS secretary (secretary-pafos@live.co.uk)