

FOKS Committee - Kingswood Primary School,
Cayser Drive, Kingswood,
Maidstone, Kent
ME17 3PH

Email: contactfokscharity@gmail.com

Charity No: 1180215

Friday 4th September 2020

Dear Parents,

Re: Friends of Kingswood School (FOKS) Annual General Meeting (AGM)

Please be informed that you are invited to the Annual General Meeting (AGM) of the Friends of Kingswood School (FOKS) charity, which will take place on Monday 28th September 2020 at 8pm via Zoom. We have opted to run the AGM online this year due to current social distancing rules. Joining instructions will be distributed in the week preceding the meeting.

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school.

The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM to contactfokscharity@gmail.com, for anyone wishing to stand as an Officer (Chair, Treasurer or Secretary) or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role. The Nomination form can be found on the reverse of this letter.

If you would like any further information about being a Committee Member, please speak to Lynsey Graham (Chair) or Nene Collins (Secretary). As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know (CC3)'. A copy of the booklet can be found on the Charity Commission website. Attached with this letter are role descriptions for each Officer role and the Ordinary Committee Member role.

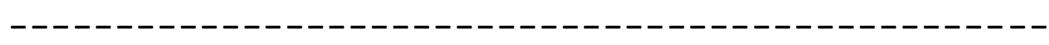
We would like to remind all parents that there is a Friends of Kingswood School Facebook page, which we keep updated with relevant information and can be used to contact us if you do not know any of us personally.

We look forward to seeing you on 28th September.

Yours faithfully,

Lynsey Graham
Friends of Kingswood School Chair





NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Ordinary Committee Member [Circle one]

Nominated by Seconded by

[Please sign and print name]

[Please sign and print name]

I (nominee name) agree to my nomination for the position of

.....

Signed

Date

