



Dear Parents,

Welcome back to a new term at Playtimes, and I hope that by now your child has settled in to their new routine with Sophie and her wonderful staff team.

I'm writing to invite you to the forthcoming Playtimes Annual General Meeting which will be held at Playtimes at 6.00pm on Tuesday 1st December. Please join us to enjoy mince pies, mulled wine and hot chocolate to celebrate the start of the festive season and join our AGM.

The AGM is the occasion at which the current Playtimes Committee stands down and a new committee is elected. Serving on the committee is your chance to get involved with how your child is nurtured through these precious early years of their pre-school education. If you have any skills you think would be useful (own a power tool? can bake a cake?) please consider joining us.

The current Playtimes constitution requires that the committee is comprised of no fewer than five members and a maximum of twelve. In order to elect these committee members the AGM must be attended by not less than 30% of the parent membership of Playtimes; currently this equates to about twenty-two parents! If fewer than twenty-two parents attend the AGM we will not be able to elect a new committee and will have to move to an EGM.

Please add your name to the list on our notice board to let us know whether or not you can attend and to book a space in the crèche, which will be available on the evening from 6pm.

Thank you for your continued support.

Jenny Hincks
Playtimes Chair



The Playtimes Committee invite you to join them for:

Playtimes Annual General Meeting

We look forward to seeing you
on Tuesday, 1st December at 6.00pm
Playtimes Playgroup,
Ferriman Road,
Spaldwick

Tea, coffee, hot chocolate, mulled wine, mince pies and biscuits
will be served.

A free Crèche will be available - please advise us if you require
this facility, we must know if your child needs a space.

Please RSVP as soon as possible.

I / We will be able / unable to attend the Playtimes Committee
AGM at 6:00pm on 1st December.

There will be _____ adults attending.

Crèche required for _____ child/children.

Names of children: _____



FORMAL NOTICE OF AGM

Notice is hereby given that the Annual General Meeting (AGM) of Playtimes Playgroup will be held on Tuesday, 1st December at 6:00pm at Playtimes, Ferriman Road, Spaldwick, PE28 0TQ to transact the following business.

AGENDA:

1. Welcome

Introduction by the Chair.

2. Apologies

3. Minutes of the previous meeting.

To be agreed and signed by the Chair.

4. Matters Arising

5. Adopt the new Constitution

Most recent Constitution adopted at an EGM on July 2, 2014 so no new constitution or amendments to be considered at this time.

6. Setting Policies

7. Chair's Report

8. Treasurer's Report and presentation of accounts

To receive and consider the accounts for the year ending April 2015 and for the reports of the charity trustees and auditors.

9. Appointment of auditors

10. Questions and Answers



11. Supervisors Report

12. Committee to stand down

13. Nomination and election of the new Charity Trustees (Committee)

Nominations are required as soon as possible. Nomination forms are provided, as well as being available at Playtimes along with copies of Committee job descriptions for those interested parties.

Thank exiting Committee members for their service.

14. Motions for Consideration

Currently, no motions have been received but an updated agenda will be provided in advance of the AGM should anything be presented.

15. Details of next Committee meeting

Date and time of next meeting to be agreed.

16. Conclusion of Business

Officially close the meeting, noting the time the meeting ends for use in the minutes.



COMMITTEE BALLOT NOMINATION FORM 2015/2016

Committee Officers and Members are voted in at each AGM. Each family with a child (or children) attending the pre-school counts as one member and has one vote. Any parent or guardian is entitled to stand for election as a committee member. Please consider joining the committee. Complete this form and return it to Sophie or Vicky in the office as soon as possible. A list of committee job descriptions is posted on the playgroup notice board.

I, _____, would like to stand for election as:

(please tick one or more of the positions below)

POSITION	
Chairperson	
Vice-Chairperson	
Treasurer	
Secretary	
Fundraising Coordinator	
Health & Safety Coordinator	
Buildings Coordinator	
IT Coordinator	
Policies Coordinator	
Garden Coordinator	
Fundraiser	
General Committee Member	

I, _____, do not wish to stand for election to the Playtimes committee at this time.