



Parents and Friends Association

PFA Annual General Meeting (AGM) 2025

Dear Parents and carers,

We would like to invite you to the AGM of the Bickleigh Down Church of England Primary School Parents & Friends Association to be held on Thursday 2nd October 2025. The meeting will start at 8pm at the Lopes Arms, Roborough Village or virtually via Microsoft Teams. Please note, this is a rescheduled meeting from July 2025 due to lack of attendance.

The PFA plays a vital part in the school community and all parents and carers are invited. The purpose of the AGM is to review the charity's activity over the past year and see how the funds you have helped to raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PFA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as Chair, Vice Chair, Secretary or Treasurer. 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 current Treasurer, Michelle Sandell and Vice Chair, Vicky Christian, are resigning from the post this year so we are in need of new nominees. Full handover of the role will be given with continued support as necessary. If you are interested but would like more information please contact the PFA on the email below with your contact details and we will arrange a chat. **If we do not vote in a new treasurer or there are not enough people in attendance to complete a vote, then the PFA will not be able to continue. All funds would be transferred to the school and there will be no more discos, fayres, raffles or fundraising. We think you'll agree that the children will be very disappointed should that happen.**

Roles and responsibilities:

Chairperson: Leads the charity's board and presides over meetings.

Vice Chairperson: Supports the chairperson and acts in their interest.

Secretary: Responsible for maintaining records, preparing agendas and minutes, and handling correspondence.

Treasurer: Manages the charity's finances, prepares financial reports and ensures compliance with financial regulations.

We all work as a team to arrange events for the children of the school with the aim of raising funds for the benefit of the whole school in line with our Constitution, policies and procedures.

If you would like any further information about being a Committee Member, or the Microsoft Teams link for the AGM, please email bickleighdownpfa@yahoo.com.

Should you wish to nominate please return the slip below or email us as soon as possible, or by Monday 29th September 2025 at the latest to the school office. Nominations must be seconded by another member of the charity at the AGM.

Alternatively if you wish to join the PFA as a volunteer (non-committee member) please email bickleighdownpfa@yahoo.com and we will add your contact details to the PFA Whatsapp/email distribution and arrange a DBS check.

Kind Regards,
Hannah Walsh - Chairperson

NOMINATION FOR MEMBER OF THE PFA COMMITTEE

Nominee

For position of: Chair/Vice Chair/Secretary/Treasurer [Circle one]

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

Signed Date

A vote for the election of any nominees will be done during the AGM and announced accordingly.