

Dear Parents and Carers,

The **Annual General Meeting** of Portishead Playgroups/Pre-School (Charity No.298053) is coming up on **Tuesday 7<sup>th</sup> November 2017 at 8pm, at Brampton Pre-School**. The AGM is a chance to view the accounts from the previous year, hear an annual report from the Committee and the Manager, suggest fundraising opportunities and highlight useful contacts that may benefit the settings. We are delighted, this year, to welcome **Mandy Stopard, a local Child Behaviour Specialist**, as our Key-note Speaker.



A successful AGM is fundamental to the running of the charity – **If the meeting is not viable then the Pre-Schools would not be able to open**. To make the meeting viable we **must have certain percentage of families represented** and **we must have a FULL committee** (Chairman, Treasurer and Secretary and it must be made up of at least 50% parents of children at the Pre-Schools).

At the AGM we will be saying goodbye and thank you to Lucy Mattock, our Treasurer; Sally Dyer our fundraising lead; and to fundraisers: Kelly-Ann Jervis and Abbie Wilford. We can confirm that several members of our current committee will remain: Chairman – Stuart Travers, Vice-Chairman – Andrew Wedlock, Secretary – Lucy Murdock and Fundraisers – Paul Wilcox, Jenny Niblett and Ross Calderwood.

The current committee have all had children at the pre-schools, however, most are now at Primary School. For the committee to be viable we need a minimum of 4 parents to join the committee this year and the role of Treasurer must to be filled. We are also looking for support for the secretary, help with fundraising and general supportive positions. We formally meet six times a year with the staff and on adhoc occasions as required. Joining the committee is a great way of learning new skills, meeting new people, adding to your CV and giving back to the Pre-School.

For more information please see the posters within the settings, ask a member of staff or get in touch with the committee directly by emailing [committee@portisheadpreschool.co.uk](mailto:committee@portisheadpreschool.co.uk)

At the AGM we will also be holding a Silent Auction to raise funds for the Pre-Schools. Do you have a prize, contribution or service that you could offer – in previous years we have had football sessions, fitness boxing lessons, coffee machines, haircuts, vouchers for shops and soft play etc. Last we raised around £150 and it was really successful thanks to donations from the community. If you can help this year then please let us know below.

Kind regards

The Portishead Pre-School Committee

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Please complete and return to the setting as soon as possible.

Name of Child:

Setting:

I/We **will / will not** be coming to the AGM on 7<sup>th</sup> November.

I/We would like to join the Committee – Please include your name and email address:

I/We would like to offer a prize / service / contribution to the Silent Auction: