



William Stukeley Church of England Primary School

Spalding Road, Holbeach, Lincs, PE12 7HG

Tel: 01406 422102

Email: enquiries@williamstukeley.lincs.sch.uk

Acting Executive Head Teacher: Mrs C Underwood

18 September 2023

**Friends of William Stukeley CE Primary School – Annual General Meeting (AGM) reg
charity: 1099602**

We would like to give notice of the AGM of the *Friends of William Stukeley School*, to be held on Friday 29th September at 5pm in the school hall.

The Friends group plays a vital part in the school community and all parents/carers/staff 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 new Committee, who represent the group throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer 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 Chairperson of their intention to stay in their role. If you would like any further information about being a Chairperson, Secretary, Treasurer or Committee Member, please email: friends@williamstukeley.lincs.sch.uk

As our group 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 link can be found below or on the Charity Commission website. [The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](#) All elected Trustees are now required to complete & sign a Charity Commission Trustee Eligibility Declaration form : [Trustee eligibility declaration form \(publishing.service.gov.uk\)](#)

Please return the slips below to school by Wednesday 27th September (printed copies can be collected from the school office or email nominations to:

friends@williamstukeley.lincs.sch.uk

So that we have an idea of numbers attending the meeting, please click on this link to complete the online form: <https://forms.office.com/e/KXKVh93zmK>. We look forward to seeing you on Friday 29th September.

Kind Regards

Friends of William Stukeley School

I/We shall/shall not be attending AGM Evening on *Friday 29th September 2023*

Signed.....

Name/s:.....

***NOMINATION FOR OFFICER/MEMBER OF:
THE FRIENDS OF WILLIAM STUKELEY CE PRIMARY SCHOOL***

Nominee Name.....

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member

[Circle one]

Nominated by: Name:

Signature:

Seconded by Name:

Signature.....

I (nominee name)

agree to my nomination for the position of

I have read the Charity Commission Guidance about Trustees and agree to sign the declaration form if I am elected.

Signed

Date