

September 2023

Dear Parents

**NOTICE OF ANNUAL GENERAL MEETING, Monday 16<sup>th</sup> October 2023, 8pm Lower School Hall**

The current BEDSA Core Committee will be due for re-election at the AGM on Monday 16<sup>th</sup> October 2023. We need a volunteer to step forward as Secretary. This is a key role on the Committee (required by its Charity status) and a simple job description is attached at the end of this letter. The nomination process is simple – please email [bedsacontact@gmail.com](mailto:bedsacontact@gmail.com) if you would like to step forward for this role. If we cannot find a new secretary, then the PTA will fold and this source of funding for the school will no longer be available. All BEDSA organised activities will also cease.

BEDSA plays a vital part in the school community and all parents/carers and staff are encouraged to support the AGM. We do require double the amount of people on the committee to be in attendance (required by its charity status). This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the pupils at our school and to contribute any of your own ideas and suggestions.

The annual general meeting of Brinkworth Earl Danby's School Association (BEDSA) will take place on Monday 16<sup>th</sup> October 2023 at 8pm at Lower School Hall. The meeting itself will be kept brief and to the point, allowing this evening to be a social event where everyone can catch up after the summer and perhaps meet other parents. This is an ideal opportunity if you are new to the school or cannot always drop off or collect from school. BEDSA will be offering refreshments and nibbles.

If you are interested in what BEDSA has achieved this year or if you have any ideas moving forward, we would warmly welcome any expressions of interest from parents looking to get involved in BEDSA either as a general committee member, a casual volunteer at events or for a specific role within the committee.

**Agenda for AGM**

- Chairs report
- Treasurer's report
- Looking forward
- Committee members elections (including chair, treasurer, secretary)
- Date of next meeting

**SECRETARY**

The Secretary helps to ensure that BEDSA runs smoothly and provides a link between Committee Members and the School. This requires good organisational and communication skills and being able to stick to deadlines. The Secretary helps the Chair ensure that committee meetings run smoothly. The Secretary may also need to make bookings and other arrangements for events.

**Main duties:**

- Arrange meetings.
- Prepare and distribute agendas.
- Take the minutes of meetings, type them up and distribute them.
- Help with communications to parents.

Many thanks for all your support.

Emily Smith  
BEDSA chair  
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