

**Westfield Primary School  
Parent Teacher Association  
Registered Charity No. 1179412**

**ANNUAL GENERAL MEETING**

**15<sup>th</sup> July 2019**

**To be held in the School Hall at 6.00pm**

**AGENDA**

**Ordinary Business**

- 1] Apologies for absence
- 2] Minutes of the Meeting held on 15<sup>th</sup> Jan 2019
- 3] Matters arising from the Minutes
- 4] Chair's Report for 2018/2019 summary of events
- 5] Treasurer's Report for the year ending 31<sup>st</sup> March 2019
- 6] Appointment of an Independent Examiner of Accounts for the year ending 31<sup>st</sup> March 2019
- 7] Election of Officers and Trustees of the Committee

Chairman  
Secretary  
Treasurer  
Other Officer(s)  
Ordinary Committee members

**Special Business**

- 8] Fundraising ideas for coming year

**Any Other Business**

- 9] Other business