

Annual General Meeting (AGM) Guidance

- Must be held within 15 months of the previous AGM.
- Must give 21 days written notice of the AGM. The notice should specify the date, time and location, plus an overview of the agenda.
Notice can be given via a letter sent home with the children, an email sent to parents/guardians and/or the school newsletter.
We can also advertise the AGM on posters around school and via our social media channels.
We should share the details on the Whatsapp and/or Facebook groups for each year.
- There is no clause in our governing document that allows meetings to be held virtually. We therefore need to add a note to the minutes of any AGM that is held virtually to confirm that we are aware of this and we have made the decision to hold the meeting via Zoom to demonstrate good governance of the charity.
- **MINUTES MUST BE TAKEN DURING THE AGM**
- The number of people at the start of the AGM must be at least twice the number of committee members/trustees.
- The agenda should include:
 - Approval of the minutes from the previous AGM
 - The Chairs' Report
 - The Treasurer's Report
 - Appointment of the independent examiner (if the income was over £25,000)
We must appoint someone with sufficient knowledge and experience to be able to carry out a basic examination of the accounts – a full audit is not needed. It cannot be a committee member or partner.
 - Election of Officers and Trustees of the Committee.
Existing members/trustees can agree to stay or leave. No vote is required for existing members/trustees.
New members/trustees can put themselves forward but must then be nominated by an existing member/trustee and seconded by another.
 - Any Other Business
- All Trustees must provide their name, DOB, address, email address and phone number to the Charity Commission. This information is required to add them to the Charity Commission website.
- Every attendee at the AGM has one vote on each issue. If the vote is equally divided, the chair has a second casting vote.
- Jobs to do following the AGM:
 - Finalise the minutes and save them to the PTA folder on the schools shared drive . The minutes will need to be approved at the next AGM.
 - Confirm the new committee members in the PTA newsletter.
 - Give each committee member a copy of the constitution.
 - Update the bank account signatories.
 - Update the Charity Commission.
 - Add new contacts and create logins on the Parentkind website.
 - Update the Whatsapp groups.
 - Plan the first meeting and get dates in the diary for any events.
 - The existing Chair(s) should hand over to the new Chair(s).
 - PTA Officers (Chair(s), Treasurer and Secretary) to meet with Head of School.
 - Discuss DBS checks with the office. Has everyone had a check done? Do we need new committee members/trustees to be DBS checked?