



Queensway School PTA

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PTA Chair: Sarah Arrowsmith

Tuesday 9th January 2024

Dear Parents/Carers

Queensway School PTA Annual General Meeting (AGM) Monday 15th January 2024 at 3.15pm

Please find below the agenda for the PTA AGM next week.

- Item 1: Welcome and Apologies
- Item 2: Urgent items that have arisen since the compilation of the agenda
- Item 3: Approval of the minutes of the PTA meeting held on 6th November 2023 and approval of the previous AGM minutes (8th March 2023)
- Item 4: Chair's report
- Item 5: Finance update
- Item 6: Election of voting members (Chair, Secretary and Treasurer plus two members with voting rights)
- Item 7: Term 2 events summary
- Item 8: Term 3 and 4 events
- Item 9: Term 5 and 6 events
- Item 10: AOB

Please be reminded that the intentions to apply for one of the member roles should be submitted in advance to PTA@queensway.oxon.sch.uk as well as confirmation of your attendance to ensure provision of adequate refreshments. If you require After School Club to be able to attend, please let us know by 10th January.

Kindest regards

Sarah Arrowsmith