

FRIENDS OF THE MANOR

Registered Charity No 1096863



NOTICE OF THE ANNUAL GENERAL MEETING

Monday 4 July, 8pm

To be held at The Manor Preparatory School in the Dining Room with drinks and nibbles

Dear Parents

The FOTM Executive Committee (EC) invites you to join us for our review of the year, the election of the EC and Officers for 2011-12, and important discussions in areas such as fundraising.

If you would like to find out more about FOTM's work this is an ideal opportunity to do so and we would love to see you there. We are actively recruiting new members to the EC; if you would be willing to join, please notify our Secretary by emailing fotm@manorprep.org

If you have any questions beforehand, please contact any of the FOTM officers via the FOTM email (as above) or the FOTM tray which can be found inside the office next to the photocopier.

AGENDA

1. Welcome and Apologies
2. Minutes of the AGM 2010, matters arising
3. Chairman's report
4. Treasurer's report
5. Second Hand Uniform Sales (SHUS) report
6. Gift Fair Sub-Committee Report
7. Ball Sub-Committee Report
8. Fundraising programmes for the School and Charity
9. Retirements, Resignations and Nominations
10. Election of Officers
11. Any Other Business

FOTM: Chair –Sarah Wilkinson, Treasurer – Tim Benton, Secretary – Anne-Marie Watson
Friends of The Manor, c/o The Manor Preparatory School, Faringdon Road, Abingdon OX13 6LN