Registered Charity Number 1122114

Dear Parents, Guardians, Teachers and all staff of Downs View,

The Friends of Downs View Infant School Annual General Meeting – Notice

We are writing to invite you to our Annual General Meeting on **Tuesday 13th October 2026, 6pm** at Downs View Infant School.

On arrival, please register at the School Office. If you would like to attend this meeting, please e-mail friendsofdownsview@gmail.com

The Friends of Downs View raise money to benefit all the children in our school. This meeting gives everyone the opportunity to meet the current committee, hear how the funds raised have been spent and elect the committee that will continue raising funds through the next year.

The current committee would like to find new members to carry on the great work of 'The Friends of Downs View'.
We need people for the roles of Chair (or co-chair if you'd to share the position with another parent), Treasurer and Secretary. Without filling these roles of the committee, The Friends will not be able to continue to raise important funds for the school.

Nominations for Committee Members/Trustees must be sent in advance of the AGM.
This applies to both existing Trustees who would like to stand for re-election and to anyone wishing to stand for the first time. **Please note all nominations MUST be received by Friday 9th October 2026.**

The Friends of Downs View Infant School is a registered charity and all committee members automatically become Trustees of the Charity. If you would like to know what becoming a trustee involves, please email friendsofdownsview@gmail.com

Please return the form below to our email address or alternatively return the form to the school office by Friday 9th October 2026

We look forward to seeing you at the AGM on **Tuesday 13th October 2026, 6pm**.

Kindest wishes

Katy, Cathy and Steph

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Please complete and return this form to the school office by Friday 9th Oct 2026 – Thank you

☐ **I/We will be attending** the Friends of Downs View AGM on Tuesday 13th October 2026.

☐ **I/We will <u>not</u> be attending** the Friends of Downs View AGM on Tuesday 13th October 2026.

I would like to be committee member/Trustee of the Friends of Downs View

Signed ....
Print Name ..... Email .....

Or

I would like to stand for position of CHAIR/VICE CHAIR/SECRETARY/TREASURER of the Friends of Downs View – please circle one

Signed .....
Print Name ..... Email .....

Proposed by ..... Signed .....
Seconded by ..... Signed .....