**ANNUAL GENERAL MEETING NOTICE**

The Annual General Meeting of Stewarton Academy Parent Forum will be held on Tuesday 16th June 2020. Due to the current restrictions on travel and in accordance with Government guidance we plan to have an on-line meeting. The Zoom meeting will start at 6pm and is open to Parents / Carers. If you want to attend, you will need to email Elaine Smith beforehand and preferably by Friday 12th June at **elaine.smithy@googlemail.com****.**

We recognise that this isn’t an ideal situation, however, we need to balance the ongoing needs of the Parent Forum representation with what we can achieve. We don’t want anyone to be disadvantaged and if I can help answer any questions or raise an item at the AGM get in touch. My contact details are below. Also, please feel free to contact me if you need clarification on any aspects of the Parent Council.

2020/21 Parent Council – with the constitution changes approved last year the Parent Council is open to all parents / carers to volunteer to become a member. If you would like to be involved, please contact me at the number or address below. We have a number of sub-groups as well and would welcome parents from all year groups to join, again please let me know of your interest.

The Parent Council would like to ensure that you are always informed of the work being carried out on behalf of Parents, Pupils and the School. In order that we can do so, please reply to the email address below with your own email details. Your details will not be shared with anyone else and blind copied into all correspondence.

David Mitchell

Parent Council Chairperson

07910814975

**stewarton.acad.pc@gmail.com**

**ANNUAL GENERAL MEETING AGENDA**

Tuesday 16th June 2020

1800Hrs – 1900Hrs

* Welcome and apologies.
* Minutes of the last AGM for adoption.
* Matters arising from the last AGM Minutes.
* Treasurers Report
* A report of the work of the Parent Council and its committee(s) during the past year.
* Election/Re-election of the Office Bearers by the Parent Council members. The positions for election/re-election are Chairperson, Vice-Chairperson, Treasurer, Secretary and Clerk.
* Confirmation of Parent Council members by members of the Parent Forum and the outgoing Chair.
* School update.
* Discussion of issues that members of the Parent Forum may want to raise.