



Friends of Three Lane Ends Academy

All parents are advised of and invited to an annual general meeting of the Friends of Three Lane Ends Academy, which will take place as follows :

Date : Monday 21 October 2019

Time : 5.00pm

Place : Three Lane Ends Academy (please enter through School Office)

Agenda : Welcome and apologies

Chairperson's report

Financial report

Election of officers

Proposed changes to the Constitution

Questions about the group

Suggestions to put forward

Any Other Business

Officers of the group are Chairperson; Vice-Chair; Secretary and Treasurer. Nominations for these roles can be made by 10 October to the secretary, c/o Ms M Mattison at school. Please include a short resume.

Yours sincerely,

Sue Blake, Secretary 2018/19

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