

**Katharine Lady Berkeley School  
Parent Teacher Association  
Registered Charity No. 1078177**

**ANNUAL GENERAL MEETING**

**9<sup>th</sup> October 2023**

**To be held in KLB School 6.30pm – 7.30pm**

**Please note that the meeting will last for no longer than one hour.**

**AGENDA**

**Ordinary Business**

1. Apologies for absence
2. Minutes of the Extraordinary General Meeting held on 12<sup>th</sup> July 2023
3. Matters arising from the Minutes
4. Chair's Report for 2022/2023
5. Treasurer's Report for the financial year ending 31.08.23
6. Confirmation of the Election of Officers and Trustees of the Committee Elected at the EGM

President – Hannah Khan  
Chair – Ciara Harding  
Vice Chair – Janet Young  
Secretary – Caroline Grant  
Treasurer – Alison Wiltshire  
Staff Member – Catherine Pullin

7. Adopting the Parentkind PTA Constitution, as attached to this agenda, for the Parent Teacher Association of Katharine Lady Berkeley's School (KLB Friends).
8. Any other business

Close of meeting for all excepting Trustees for the signing of the Declaration and Bank Mandate

9. Trustees to sign Declarations.
10. Bank Account Mandate