

15 February 2023

PARENTS & FRIENDS ASSOCIATION (PFA): CALL FOR NOMINATIONS and AGM NOTIFICATION

Dear Parents and Parent Liaisons,

It is time for the Annual General Meeting of the Alphington Grammar School PFA. This will take place:

MONDAY 27 FEBRUARY 2023 AT 6.00PM in the Lyceum

The PFA is a vital part of our school community. It helps build a strong school community by encouraging people to come together for a common cause – our children. The overall aim of the PFA is to enable parents and staff of the school to support the work of the school. The specific aims and functions of the PFA are as follows:

- To facilitate and encourage parent participation in the life of the school, its facilities, and resources.
- To focus parents' efforts to support and improve the school.
- To organise fund-raising activities in support of agreed school development and improvement priorities.
- To organise major school social and fund-raising occasions and social events for staff, parents, and friends of the school.
- To oversee the running of the Second-Hand Uniform Shop.
- To provide support for major events such as Open Days, New Families Welcome Evening, Tavern and House Nights, various school plays and concerts, Speech Night and the Valedictory Dinner.
- To source and co-ordinate class/year level representatives.

Every parent and teacher at Alphington Grammar School is automatically a member of the PFA. However, you can play a larger role in our PFA by becoming a committee member. Committee members attend 2 meetings per term (in term time) and help organise fundraising events.

Current committee members who wish to continue the PFA in 2023 should still be nominated.

If you wish to assist the PFA but do not want to be a committee member, you can help by becoming a class representative (one or more per class). We welcome any involvement at whatever level. Classroom Year level and House representatives assist in the organisation of events, such as morning teas for parents in a particular level, or class tables for nights such as the Mother's Day High Tea. The class rep might also assist at various fundraisers and bring ideas/issues from a class to the PFA. Communication with class reps is primarily via email though they are welcome to attend meetings. This is a wonderful opportunity to meet people in our school community and become involved in the broader life of school.

Please take some time to think about joining the PFA as either a committee member or, as a class, year level or House representative and help make a difference to the children in our school. Simply fill out the attached form and return it to the school office by **4.00pm Monday 23rd February 2023.**

Yours sincerely,



Tracey Nicholson
AGS Staff Representative



Dr Vivianne Nikou
Principal

ALPHINGTON GRAMMAR PARENTS AND FRIENDS ASSOCIATION

**2023 Annual General Meeting
Lyceum**

AGENDA

- 1. Attendance**
- 2. Explanation of the procedure by the Secretary**
 - Aims of the PFA
 - Terms of reference
- 3. Principal's Report on PFA activities 2022: Dr Vivianne Nikou**
- 4. Chairperson's Report on PFA activities 2022: Voula Allimonos**
- 5. Treasurer's Report and Financial Statement for 2022: Pippa Birch**
- 6. Nominations & Election of Committee Members including acknowledgement of current and retiring members.**
- 7. 2023 Events – Discussion**
- 8. Meeting Dates – Last Monday of each month (excluding school holidays)**
February 27, March 27, May 29 , July 31, August 28, October 30, November 27

Please note the first Ordinary Meeting of the 2023 PFA will take place immediately after the AGM.

2023

PFA COMMITTEE MEMBER NOMINATION

(Please have another member of the School community nominate you OR you may nominate yourself).

I *(full name)*: _____ wish to nominate:

(full name): _____ to become a PFA
Committee Member for 2023.

Signed: _____ *(Nominated person)*

Signed: _____ *(Nominating person)*

Witness Signature: _____

Date: ____ / ____ / ____

2023

PFA CLASS / YEAR LEVEL / HOUSE REPRESENTATIVE

I (*full name*): _____ wish to nominate:

(*full name*): _____

As a Representative for Year: _____ during 2023.

Name: _____

Signed: _____

Date: ____ / ____ / ____