



**SOUTHEND**  
**High School for Boys**  
 Prittlewell Chase, Southend-on-Sea, Essex SSO ORG  
**PARENTS' ASSOCIATION**  
 Registered Charity No 1098132

To All Parents  
 15<sup>th</sup> September 2019

**ANNUAL GENERAL MEETING – Thursday, 26 September 2019 at 8.15 pm**

Dear Parents

We cordially invite you all to join us for the Annual General Meeting, to be held on Thursday, 26 September at **8.15 pm** in the Main Hall. (For your information, the AGM is preceded by a Welcome Reception evening for new Year 7 parents.) As a parent, or guardian, of a pupil at the school you are automatically a member of the Association and eligible for election to the Committee.

Parents of new Year 12 students are offered a particular welcome.

You are invited to nominate a candidate, or volunteer yourself, on the slip below to serve as a Committee member during the 2019/20 school year. Please return the slip by 23 September. The Chairman, Secretary and Treasurer, together with other Committee members will be elected at the Annual General Meeting.

The Agenda for the Annual General Meeting will be as follows:-

1. Those present
2. Apologies for absence
3. Minutes of 2018 AGM
4. Matters arising
5. Chairman's report
6. Treasurer's reports
7. Forthcoming events
8. Election of Association's Officers:
  - Chairman
  - Secretary
  - Treasurer
9. Election of Committee members
10. Any other business

Yours sincerely

The Parents Association

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**To Ms A Warden, SHSB Parents Association c/o The School Office**

I hereby nominate Mr/Mrs .....

Address .....

Who has agreed to stand for election as \*.....of SHSB Parents Association

Signed..... Name.....

Address .....

\*State "Committee Member" or position of office ie Chairman, Treasurer or Secretary