

**ST MATTHEW'S ACADEMY PARENT FORUM  
ANNUAL GENERAL MEETING  
Monday 28<sup>th</sup> September 2020 at 7.00pm**

Dear Parent/Guardian/Carer,

I invite you to our online Annual General Meeting of our school's Parent Forum, which will take place via Zoom on Monday 28<sup>th</sup> September at 7pm.

At the meeting we will review our constitution, any matters arising from the annual report, the Parent Council budget and any other appropriate business, as well as the selection of new Parent Council members. Mr Colligan, Head Teacher, will also update us on our School Standards and Quality Report.

The Parent Council seek to identify and represent the views of the wider parent group ie: The Parent Forum. The objectives of the Parent council are outlined in the constitution. The constitution can be found on the Parent Link of the school website and also on the Parent Council notice board within the school.

Should you wish to be included in the Parent Council, we currently have vacancies and new members are always welcome. Further information on the Parent Council role can be obtained by following the Parent link on St Matthew's Academy school website.

**If you wish to join the Parent Council, please notify me in writing via the Parent Council email address, [StMatthewsParentCouncilSC@gmail.com](mailto:StMatthewsParentCouncilSC@gmail.com). by Monday 21st September 2020)**

Please remember that all members of the Parent Forum, parents/guardians/carers of all pupils at St Matthew's Academy are welcome at the AGM. **Therefore, if you wish to join the meeting, please send me your email address and I will forward the Zoom invitation to you direct, following GDPR guidelines.**

Regards

Andrena Hughes  
Chairperson

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I wish to be considered for membership to the Parent Council (yes/no)  
I would/would not like to join in the AGM via zoom (delete as appropriate)

NAME: .....

ADDRESS: : .....

EMAIL: .....

PARENT/GUARDIAN/CARER OF CHILD(REN): .....

**Please return to [StMatthewsParentCouncilSC@gmail.com](mailto:StMatthewsParentCouncilSC@gmail.com)  
by Mon 21<sup>st</sup> September 2020**