



KIRBY MUXLOE SCHOOL PFA

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PFA AGM

Monday 21st September 2026 – 6pm – School Library.

📣 PFA AGM – WE NEED YOU! ❤️

Our PFA AGM is coming up soon, and we'd love to see some **new faces stepping forward** to help shape the future of our PFA.

A number of our current committee members would ideally like to **step down after the next school year**. We'd therefore love to find people who are willing to come on board **this year**, giving us a whole year for a relaxed handover, learning the ropes and working alongside the current team before taking over.

❑ Could you be our next Chair, Secretary or Treasurer?

CHAIR – You don't need to be an events expert! The Chair helps lead the PFA, works with the school and committee, chairs meetings, helps coordinate what we want to achieve and generally keeps things moving. Most importantly, you'll have a team around you.

SECRETARY – Keep the admin ticking along: organise agendas and minutes, keep committee records, communicate with the committee and help make sure we're keeping on top of the things we need to do.

TREASURER – Keep an eye on the PFA's finances, including income and expenditure, keeping financial records up to date and helping make sure everything is accounted for correctly.

All three of these key roles will be **available to take over next year**, so this year can be a **shadow and handover year** for anyone who would like to learn the role alongside the current committee before taking it on.

The PFA is a **registered charity**, so committee members are trustees. That might sound rather grand (and possibly terrifying! 😬), but **you won't be thrown in at the deep end**. There are clear rules and guidance, and our current committee will be here to support you throughout the handover year.

💡 **You don't need previous PFA, charity or trustee experience.**

💡 You don't need loads of spare time.

💡 You don't need to know how everything works already.

You just need to be willing to get involved and help keep the PFA going for our children.

📌 Want to put yourself forward?

If you'd like to stand for **Chair, Secretary, Treasurer or another committee position for the upcoming year**, your **nomination should be received by email before the AGM**. So please get in touch with us before the meeting if you'd like to formally put yourself forward.

However, you don't have to take on a role straight away! If you're interested in potentially becoming **Chair, Secretary or Treasurer in the future**, you can come along to the AGM with the intention of **shadowing the current committee for the next year**. You can learn how everything works, get involved at your own pace and see whether it's something you'd like to take on the following year — without committing to a committee role just yet. ❤️

👉 **If you've ever thought "I'd love to help, but I don't really know what's involved", this is your chance to find out.**

We'd really love to have some new people coming through this year so that the PFA can continue to thrive. Come along, have a chat, ask questions and see what we're all about. **No scary commitment required just for coming along!** 😊