



Manor Gardens Primary School

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11 October 2017

Dear Parents

NOTIFICATION AND INVITATION TO MANOR GARDENS PRIMARY SCHOOL'S 2017 ANNUAL GENERAL MEETING AND 2018 BUDGET AND SCHOOL FEE PRESENTATION

Notification is hereby given that the above meeting will take place in **Manor Gardens Primary School hall on Tuesday, 14 November 2017 at 18h00.**

Parents of Manor Gardens Primary School are urged to attend the AGM and Budget presentation meeting which has a dual purpose of reflecting on 2016 activities and identifying matters needing reinforcement in 2017 and beyond. Active participation in these meetings will help ensure that the School can continue to develop to meet the needs of the children and the communities it serves.

The **Agenda** is as follows:

- 1. Opening of meeting and welcome : Johan van der Molen - SGB Chairperson**
- 2. Notice of convening meeting**
- 3. Attendance register and apologies**
- 4. Confirmation of minutes of the Annual General Meeting held on 10 November 2016 in respect of the 2015 Fiscal Year**
- 5. Matters arising from the minutes of the Annual General Meeting held on 10 November 2016**
- 6. SGB Chairperson's Annual Report on the School's activities**
- 7. Tabling and adoption of 2016 Annual Financial Statement : Ben Roberts - SGB Treasurer**
- 8. Appointment of auditors for 2017**
- 9. School Development Plan**
- 10. Tabling and Adoption of minutes of the Budget Meeting held on 10 November 2016**
- 11. Presentation of the 2018 Budget and School Fee : Ben Roberts - SGB Treasurer**
- 12. Discussion of the 2018 Budget and School Fee**
- 13. 2018 Budget and School Fee Resolutions**
- 14. General**
- 15. Closing of meeting and vote of thanks**



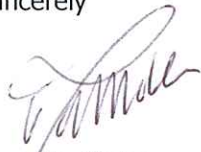
A copy of the audited 2016 Annual Financial Statements and the 2016 AGM minutes are available from the school secretary, Mrs Merchant, for your perusal in the reception lounge. They will also be available at the AGM and Budget meeting.

An *abridged* proposed 2018 Budget shall be forwarded to you in the newsletter on Tuesday, 31 October 2017 for your preview prior to its presentation for approval at the AGM and Budget meeting. The *detailed* proposed 2018 Budget shall be available in the Bursar's office for your perusal from Wednesday, 1 November until Tuesday, 14 November 2017.

I invite all parents who have any queries or input to contact the SGB treasurer, Ben Roberts, at broberts@hsrc.ac.za or the school's bursar, Aniel Dekker, at bursar@mgps.org.za. The principal, Carol Lottering, and I are also available at principal@mgps.org.za and johan.ecotopic@gmail.com respectively.

This meeting is limited to Manor Gardens Primary parents or legal guardians and all the members of the School Governing Body. Seeing that this is a meeting for adults only, a child care facility will be provided in the Senior Primary Aftercare Room.

Yours sincerely



Johan van der Molen
Governing Body Chairperson

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2017 A.G.M. AND 2018 BUDGET and SCHOOL FEE PRESENTATION NOTIFICATION

Please return reply slip by Friday, 10 November 2017

I,....., parent/guardian

of in Grade have received the notification letter of the 2017 Annual General Meeting and 2018 Budget and School Fee Presentation Meeting to be held on **Tuesday, 14 November 2017 at 18h00**. I realize that this is a meeting for **adults only** where tea, coffee and biscuits will be served and that a child care facility will be provided in the Senior Primary Aftercare Room.

Signature:

Number of adults attending: