JM/hc

18th October 2022

Dear Parents/Guardians,

We would like to invite you to attend the Annual General Meeting with the governors of Penglais School on **Tuesday 25th October at 6.00pm in the Sixth Form Centre.**

The purpose of the meeting is to share our progress over the past year and we will happily discuss with you the school's achievements, any concerns or suggestions you may have, and the developments planned for the coming year.

We would be particularly pleased to see parents and guardians of Year 7 students and any other newcomers to school. The meeting is based around the AGM Governor report which is attached. Should you have any questions arising from the report, we ask you to send these in advance so that these can be addressed. We will also, of course, answer any questions raised during the evening.

The programme for the evening will be:

1. Welcome and introductions
2. Apologies for absence
3. Key issues in the Governors' Report for 2021 - 2022
4. Discussion of matters arising from the report
5. Any other points you wish to raise with the governors

Please can you email Mrs Helena Clements, Clerk to the Governing Body at hcl@penglais.org.uk if you are able to attend the meeting. If you wish to raise any questions relating to the report, or school procedures in general, please may you submit these to Mrs Clements by email no later than **3pm on Monday 24th October.**

Yours faithfully,

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***Prof. Jon Moorby***

Chair of Governors