**Planning your Annual General Meeting (AGM)**

**Ideas to encourage parents to attend AGM**

* Guest speaker
* Refreshments, Cheese and wine, homemade cake, be careful of costs
* Nomination slips
* Reminders by staff
* Give an opportunity to view child’s file/work
* Send each parent a personal invitation created by the child
* Advertising make sure all parents know about it, think about how to do this for your parents, individual letters, plus posters giving the required general notice.
* Communicating the importance of the AGM – e.g. Committee is the registered person with OFSTED, without a committee the setting cannot open, your chance to vote and decide on who will have input on how the setting is steered etc
* Quiz
* Book stand
* Display of children’s activities
* Raffle
* Raise profile of current committee e.g. ‘meet & greet’ opportunities with committee prior to AGM
* Networking opportunity for new parents, be approachable and welcoming
* Slide show of the years fundraising
* Stalls

**Jot down other good ideas from your groups:**

*
*
*
*
*
*