

VISION STATEMENT: "A leading provider of world class holistic education."

Dear Parents and Guardians,

We are just two weeks from closing Term 1. Note the following:

### 1.0 Obituary – Mr Highers C. Kombe

It is with a heavy heart that we inform the Lake Road PTA School Community of the death of Mr H. C. Kombe, teacher of Science in the Secondary School. He passed-on on Tuesday, 22<sup>nd</sup> March 2016 and was put to rest on Friday, 25<sup>th</sup> March 2016.

May His Soul Rest In Eternal Peace.

### 2.0 SCHOOL FEES

All School Fees must be deposited in this account:

Account Name: Lake Road PTA School

Account Number: 050110004514016

Bank: Investrust Bank

Branch: Arcades

Complete **three deposit slips** and be sure to indicate on the slip the name(s) of the child(ren) and grade(s)/class(es). Keep one slip for your records and we will pick up one so that we issue a School receipt against it. Please inform the School on the details of any inter/intra bank transfer payments.

### 3.0 ANNUAL GENERAL MEETING NOTICE AND AGENDA

#### Second Notice of the Annual General Meeting – 2016

This is to remind our dear parents and guardians of the Annual General Meeting of the Parents and Teachers at Lake Road PTA School.

Date: Saturday, 2<sup>nd</sup> April 2016

Venue: Lake Road PTA School Hall

Time: 10:00 hours to 12:30 hours

Agenda

1. National Anthem
2. Prayer
3. Notice Convening the Meeting – School Manager
4. Apologies
5. Register of Attendance – Quorum
6. Introduction of Tellers
7. Minutes of the Last Annual General Meeting – 23<sup>rd</sup> May 2015
  - a. Reading and correcting of the minutes
  - b. Approval of the minutes
  - c. Matters Arising from the Minutes
8. Reports
  - a. Board Chairperson's Report

- b. Management Report
  - c. Treasurer's Report, Presentation of the 2016/2017 Budget and 2015 Audited Accounts
9. Elections of new office bearers
  10. Any other Business
  11. Closing remarks
  12. Prayer

#### PLEASE NOTE:

- (i) The quorum for the commencement of the meeting is 50 parents. I earnestly request parents/guardians to arrive on time.
- (ii) The meeting will be postponed if the quorum is not formed after thirty (30) minutes from the set time of 10:00 hours.

#### NOTICE:

The documents for the AGM will be circulated electronically through email.

### 4.0 Election of Board Members

We have not received any nominations for the elections of Board Members to be held on 2<sup>nd</sup> April 2016. Please collect a nomination form from the School Manager's Office or the Head Teachers' Offices. The closing date for receiving nominations is now Friday, 1<sup>st</sup> April 2016.

### 5.0 Upper Primary School Concert

The Upper Primary School Concert will take place on Wednesday, 6<sup>th</sup> April 2016 at Hindu Hall, 18:00 to 20:00 hours

### 6.0 Holiday Tuition

The School shall conduct holiday tuition for the first two weeks for Grades 7, 9 and 12 from Monday, 11<sup>th</sup> April 2016 to Friday 22<sup>nd</sup> April 2016, from 08:00 hrs to 13:00 hrs

Yours faithfully

**Lake Road PTA School**

D. Nyimbili

**School Manager**

*'Death is not the greatest loss in life. The greatest loss is what dies inside us while we live.'*  
— Norman Cousins (American Author, 1915-1990)

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**Circular Letter**

**To**

**Parents**

**29<sup>th</sup> March, 2016**

**Number 6, Term 1**