

Annual General Meeting Minutes

Present: Andrea Towse, Ann Morgan-Capner, Cassie Harrison, Helen Rosie, Lyndsey Claire, Michelle Norris.

Apologies: Megan Norris, Sarah Guy, Rachel Fisher, Aimee Shuttleworth, Jess Draper, Wendy Clark, Jules Padgett, Rebecca Wilkinson, James Wilkinson, Nicola Turner, Emma Danz.

1. Minutes of the last AGM – checked and agreed

2. Matters Arising

- a. Constitution – It was noted that Helen Rosie had created a new constitution which had been based on recommendations from PTA+. The constitution was agreed at the PTA meeting on 4th November 2016 and passed to Mr Stafford-Roberts who requested some amendments – PTA will request that this is added to the PTA section of the school website. HR will send an electronic copy to CH and a hard copy will be made available to be put up in school. It was agreed to request a PTA notice board in school. **Action:** *HR to forward document, CH to store with all other PTA documents and pass onto relevant parties.*

3. Appointment of Chair, Vice, Secretary and Treasurer

- a. Michelle Norris was proposed as Chair by LC, seconded by AT and approved.
- b. Helen Rosie was proposed as Vice Chair by MN, seconded by LC and approved.
- c. Cassie Harrison was proposed as Secretary by MN, seconded by LC and approved.
- d. James Wilkinson was proposed as Treasurer by MN, seconded by CH and approved.

It was noted that JWs role as treasurer would not involve the banking side of operations due to time constraints, AT was happy to carry out this role when needed. It was also noted that should another parent have a strong wish to perform the duties of Vice Chair, Secretary or Treasurer they would be welcomed by the current post holder to come forward. Thanks were given to Sue Houseman for all her hard work during her time as Chair. Her Chair's report was received and will be attached to these minutes.

4. Treasurer's Report

The meeting received the current bank balance of £5926.21 and profit figure for the year of £1665.99. The year 6 leavers' expenses of £595.48 was to be deducted from these, leaving an overall profit of £1070.51. A treasurer's report listing income and expenditure was also received and will be attached to these minutes.

5. Alterations needed for banking signatories

It was agreed that Sue Race and Sue Houseman would be removed as signatories from the bank account. Michelle Norris and Andrea Towse would be added to the account in their place. That would make current signatories: Michelle Norris, Andrea Towse, Cassie Harrison, Rachel Fisher and James Wilkinson. **Action:** *JW/AT/MN to request relevant forms to get signatories on the bank account up to date.*

6. NEXT AGM MEETING – tbc September 2018

7. The AGM was closed at 2.55pm.

These minutes will remain draft until they are approved at next the AGM in 2018.