

ANNUAL GENERAL MEETING

7th October 2021 at 7pm

Held in school and virtually on Zoom

Minutes taken by Claire Parker

Ordinary Business

Attendees	ACTIONS
Fiona Prest Georgina Hodgson Clare Voelcker Claire Parker Judy Hirst Amy Kay Helen Evans Laura Sobala Elizabeth Willan Scott Gee	None
Apologies Catherine White Caroline Thornborrow Felicity Gash	None
Minutes of the Annual General Meeting held on 12th November 2020 Proposed by CV Seconded by GH	None
Matters arising from the Minutes No matters outstanding.	None
Chair's Report for 2020/21 CV provided overview of the last academic year. (Chair's report attached) It was noted that there are sufficient funds to fund the pantomime and Christmas gifts, as done in previous years.	None
Treasurer's Report for the year ending 31/08/2021 SG provided overview of the last academic year. End of year balance £4192, as of 31 st August 2021. (Treasurer's report attached) CV to second check prior to sending to the accountants.	None CV
Appointment of an Independent Examiner of Accounts Arrangements to be made with Shepherd Baker Accountants.	CV to pass SG the details.

<p>Need to check on Charity Commission's website, whether funds need to be registered/declared. The value of the funds may be under the threshold.</p>	<p>SG to check.</p>
<p>Election of Officers Chairperson - Not elected. Vice Chair - Judy Hirst Proposed by FP and Seconded by CV. Voted into role unanimously. Secretary - Not elected. Treasurer - Scott Gee - Proposed by CV and Seconded by CP. Voted into role unanimously.</p> <p>The PTA needs a minimum of two people elected as officers on the committee in order to continue. As there are two elected committee members, the PTA can continue, however an Extraordinary General Meeting will be arranged to try and elect the other two roles.</p> <p>EGM to be held on 16th November. A letter will be sent to parents explaining the purpose of the EGM and that further elections will take place at the meeting.</p> <p>The letter will also highlight that it will only be possible to organise a limited number of events unless more committee members join or people volunteer to assist with organising events.</p>	<p>FP to send letter.</p> <p>CV/CW to draft.</p>

Special Business

<p>Minutes from last ordinary meeting Proposed by CV, seconded by FP</p>	<p>ACTIONS None</p>
<p>Matters Arising Outstanding thank you letters – to be sent to donors for the previous year. Letter to include the fundraising amount for the year.</p> <p>Online banking – GH passed all info to SG. SG completed the forms and returned to GH who will now to go into bank to set up.</p> <p>Fundraising page – this has been put on hold. To review whether needed, the next time we have a large fundraising event.</p> <p>Accounts for last year – AP had confirmed to CV that this is with the auditors.</p>	<p>CP</p> <p>GH</p>
<p>Review of Events in Summer Term Three Peaks Challenge Agreed that the Three Peaks Challenge was a great success, raised over £2,700 which was the most raised at any event over the year.</p> <p>Feedback was received that the event had been presented well and the resources for the challenge were very good.</p>	<p>None</p>

<p>Noted that it was good that the children who were collecting sponsorship could see it was a result of their own efforts.</p> <p>It was suggested that the event could be repeated again this year. However to keep interest, perhaps not in exactly the same way and alternative sponsorship events should be considered.</p>	
<p>Events for Autumn Term</p> <p>Secret Santa – no space within school for Secret Santa event to be held as every space/room is now occupied by children. School able to facilitate the event if it is done within classes. All gifts to be boxed up and moved around classrooms.</p> <p>Agreed the event will be held w/c 6th December</p> <p>Collection of donations will be on Friday 26th November and 3rd December. £1 per gift.</p> <p>To be advertised nearer the time.</p> <p>Further ideas for the autumn term very welcome. Ideas can be passed to the committee members at any time, don't need to wait for a meeting.</p>	None
<p>Newsletter</p> <p>Decision to hold off issuing a newsletter until after the next meeting.</p>	None
<p>AOB</p> <p>Facebook PTA page – remove year 6 leavers.</p> <p>Also need to advertise to new parents who have joined the school. FP to speak with parents to share on class Facebook or WhatsApp group.</p> <p>Format of Meetings – discussed and agreed that all the meetings could be held in a hybrid way going forward i.e. people can attend in person or via zoom.</p>	GH FP
<p>Date of Next Meeting</p> <p>EGM, 16th November at 6.30pm</p> <p>Attend in person/via zoom</p> <p>Advertised through email to parents</p>	FP