**Annual General Meeting of the Parents’ Association**

**Draft Minutes**

**Thursday 27th September 2018**

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| **Attendance** | **Apologies** |
| Mary Jane Mercer  Jo Smith-Robinson  Ann Shaw  Andrea Jones  Lynsey Doyle  Alison Harper  Amanda Jones  Mrs Ormes  Pippa Norman | Kim Quayle  Alex Latimer  Susan Wilding  Sarah Jefferies  Helen Bolton  Lil Kirby  Martin Cunningham  Vicky Cunningham  Vicky Rogers  Katrina Cheetham  Sophie Maylor |

# Apologies

As Above

# Minutes of EGM Held on 08/05/2018

Proposed by Andrea Jones & seconded by Maryjane Mercer

# Matters Arising

* Signatories – No response from HSBC with regards to change of signatories on the PA Account and 200 Club Account. Alison Harper to contact HSBC **(Action)**
* Charity Commission – Maryjane Mercer confirmed that the Charity Commission return for 2016 / 2017 has been completed and contact details updated. This years return will be completed when MJM is instructed by the charity commission. **(Action)**

# Chairs Welcome

Andrea Jones welcomed everyone to the meeting and thanked them for their continued support, she also emphasised the importance of the PA and the benefit to the school. It was agreed that we need to encourage more people to be involved to lighten the workload.

# Finance Report

Maryjane Mercer shared a copy of the PA Annual Report for 2017 / 2018 and was pleased to announce a net profit of £4647.76, a copy of the full report is available on request.

Alison Harper explained that although the 200 Club made a profit of £500 it could be bringing in a lot more. However the process is out of date and time consuming and suggested it should be discussed by the new committee if it should continue.

A discussion took place with regards to alternative means of fundraising which should be taken into consideration and discussed at future meetings, such as;

* The Giving Machine
* Tesco Token Scheme
* Grants
* Match Funding
* Donations from Banks / Building Societies

# Independent Auditor for Financial Reports

Alison Harper proposed that there should be an independent auditor to inspect the PA financial accounts on an annual basis and asked for ideas. Two names were suggested a Mr. Jevons (from the parish) and Mr Ince (parent). No decision was made at the meeting, Alison Harper to follow up with committee. **(Action)**

Maryjane Mercer would like clarification on ‘holding’ cash in a personal residence with respect to liability, insurance and best practice. Alison Harper to contact Parentkind and HSBC for advice. **(Action)**

# Special Business

* **Constitution** - Alison Harper proposed the PA constitution be updated as the existing one is extremely old. A model constitution created by Parentkind was shared at the meeting and a vote was taken. It was an unanimous agreement that the new constitution should be adopted and Alison Harper will prepare the relevant document to be signed by the chair at the next meeting on 16th October 2018. A signed copy of the new constitution will be kept on file by the Secretary and a copy available on the PA website **(Action)**
* **PTFA** – Alison Harper proposed that to help improve the number of supporters, we should consider changing to a Parents, Teachers & Friends Association. A vote was taken and unanimously approved. This will require changes to bank accounts, charity commission, Gambling License, website and promotional material. This will be discussed at the next meeting. Jo Smith Robinson raised the question of DBS checks considering a wider group of people external to the school being involved, Alison Harper to speak to Gemma McCann and Parentkind **(Action)**

# Elections

As is normal practice and per the PA constitution the current Parents’ Association Members resigned from their positions and elections took place for the new committee.

**Chairperson – Pippa Norman**Nominated by Andrea Jones and Seconded by Jo Smith Robinson

**Vice Chair – Anne Shaw**Nominated by Jo Smith Robinson and Seconded by Amanda Jones

**Secretary – Andrea Jones**Nominated by Jo Smith Robinson and Seconded by Alison Harper

**Treasurer – Maryjane Mercer**Nominated by Anne Shaw and Seconded by Lynsey Doyle

**200 Club Treasurer – Alison Harper**Nominated by Pippa Norman and Seconded by Amanda Jones

**Committee Member – Amanda Jones**Nominated by Maryjane Mercer and Seconded by Lynsey Doyle

**Committee Member – Jo Smith Robinson**Nominated by Alison Harper and Seconded by Amanda Jones

**Committee Member – Lynsey Doyle**Nominated by Alison Harper and Seconded by Amanda Jones

**Committee Member - Mrs D Ormes**Nominated by Anne Shaw and Seconded by Pippa Norman

Jo Smith Robinson raised the question of a conflict of interest between the new Secretary and Chair but it was agreed there wasn’t.

# A.O.B

* **Sub Groups for events** – it was agreed that moving forward we should have designated sub groups to manage individual events, this will hopefully prevent most of the work being left to a few committee members. It will also promote ownership and new ‘ fresh’ ideas for fundraising. If no sub group can be agreed then the event will not take place. This will be discussed at the next meeting. **(Action)**
* **Suggested Activities –** Halloween Disco, Christmas Wrap and Christmas Fair to be discussed at the next meeting and dates agreed. **(Action)**
* **Next Meeting** was set for **Tuesday 16th October** – It was agreed the next meeting should be before half term to prepare for the Halloween Disco and Christmas Events, dates for future meetings to be agreed by the new committee**. (Action)**

**Next meeting – 7pm Tuesday 16th October 2018 location tbc.**