

Richard Crosse Church of England Primary School PTA

Annual General Meeting

Tuesday 24th January 2017, 7.30pm

Attendees Jo Forker
Charli Myatt
Miss Jarrett
Kate Nicholas
Andrea Felton
Sarah Wood
Collette Hibbs
Marcella Henley
Jacqui Bowman
Louise McGuffie
Maria Farrington

Apologies Mr Lovern
Martin Sleigh
Ant Allen
Sarah Baldock

Minutes of last AGM
None available / no-one raised any queries.

Matters arising
Discussed Jo and Charli's roles for past 2 years.
Each attendee was handed a copy of the most recent PTA constitution and it was agreed that RC PTA have been following this and will continue to do so.
Marcella queried whether we should be notifying any bodies of our use of this and agreed to take this as an action and feedback at the next meeting.
It was agreed that the Constitution should be added to the PTA webpage – Jo will action this.

Chairs report
Jo presented report and left copies for each attendee – no concerns raised.
It was agreed that a joint Chair and Treasurer's report showing profits made from events and where the money has been spent should be added to PTA webpage and also sent home in bags. Jo will action.

Treasurer's report
Charli presented figures for 2015 – 2017 this shows losses overall but with valid reason.
Charlie will share written report with all committee members.
Charlie confirmed no accounts / reports need to be submitted unless more than £25k is generated.
Going forward profit & loss accounts will be reviewed by additional committee members.
A school staff member will be added as signatory on PTA bank account.

School can be responsible for counting of monies generated at future PTA events – Miss Jarrett

Election of Committee Members

Chair – Martin Sleigh put forward for this role, proposed by Kate, seconded by Maria.

Secretary – Jacqui Bowman put forward for this role, proposed by Jacqui, seconded by Marcella

Treasurer – Marcella Henley and Andrea Felton put forward for this role, it was agreed that as the role required additional review then Marcella would be Treasurer and Andrea would support in this role. Proposed by Miss Jarrett, seconded by Jo Forker

Special Business

None

Any other business

None

Close of Business

Summary of actions

Action	Who	When
Should any bodies be notified of our use of the PTA Constitution	Marcella	Next PTA Meeting
Constitution be added to PTA webpage	Jo	ASAP but by next meeting
Joint Chair and Treasurers report to be created to be added to webpage	Jo / Charlie	ASAP but by next meeting
Above report to be sent home in bags to parents	Jo / Charlie	ASAP but by next meeting
Treasurers report to be shared with all committee members	Charlie	ASAP but by next meeting
School staff member to be added as signatory for PTA bank account	Marcella / Andrea	ASAP but by next meeting
School to take over ownership of counting monies generated at PTA events – process to be agreed	Miss Jarett / Marcella / Andrea	ASAP but by next meeting