

Sedlescombe Church of England Primary School

Headteacher: Mrs Caroline Harvey



Sedlescombe School Parent Teacher Association

Registered Charity No. 1000746

ANNUAL GENERAL MEETING

Held in the School on 10 JULY 2019 at 14:30

MINUTES

DRAFT UNTIL APPROVED AT NEXT AGM

Ordinary Business

In Attendance:

- Sarah Gadsby Houlton, Secretary - Acting Chair
- Ruth Burgess, Treasurer
- Caroline Harvey, President
- Vikki Jones
- Alex Gadsby Houlton
- Vicky Cornelius
- Rachel Read
- Kelly Guntripp
- Beverley Coupar
- Stephanie Double
- David Double
- Kat Frere Smith

1] Apologies for absence

Vicky Whale, Chair (SGH confirmed she would Chair the meeting in her absence)

2] Minutes of the Annual General Meeting held on (6/11/18)

Distributed.

Learning, Loving and Growing Together with God

3] Matters arising from the Minutes

No matters.

4] Chair's Report for 2018/2019

SGH talked about the successful events throughout the year especially the Strawberry Fair. All members confirmed their agreement and some improvements where discussed for next year. SGH distributed **Feedback Surveys** for those who wished to comment.

5] Treasurer's Report for the year ending 10/7/19

Distributed.

6] Appointment of an Independent Examiner of Accounts for the year ending 23/7/19

Pending confirmation from School Bursar.

7] Election of Officers and Trustees of the Committee

SGH confirmed only one nomination was put forward and that was Alex Gadsby Houlton for the position of Chair.

RB confirmed VW would be standing down as Chair this summer as will be leaving the school.

The following results were fully voted and supported for Committee Members:

- Chairman, Alex Gadsby Houlton
- Secretary, Sarah Gadsby Houlton (remained position)
- Treasurer, Ruth Burgess (remained position)

Caroline Harvey, Head will remain as President.

Special Business

8] Other items

Adoption of the new Constitution was confirmed and explained to all that it sits with the Code of Conduct and ParentKind, our membership and insurance. It was signed and witness at the end of the meeting and to be **placed in the PTA file.**

Any Other Business

9] Other Business

Learning, Loving and Growing Together with God

DD questioned the issue of no Vice Chair and the issues in terms of non-meeting attendance. RB confirmed that any Committee Member could chair the meeting in the Chairs absence.

DD questioned the Ordinary Member role. RB confirmed this could be a non-titled additional member of the Committee or a titled member of the Committee such as, Vice Chair or an 'expert' in a certain area that could carry out particular tasks.

VJ raises the fact that there used to be more Trustees Registered with the Charity Committee. RB confirmed that we now follow the new Constitution where Trustees/Committee Members/Officers/Elected are those registered with the Charity Commission and all parents are PTA members and those present are the active volunteers.

Discussion around future meeting timings took place and was confirmed this will be **arranged between AGH and CH for the new year.**

Discussion around fund spending took place and this was confirmed will be **discussed more fully in the new school year and wish lists from parents, children and parents will be able to communicate their thoughts.**

Transparency of meetings, funds raised and funds spent was discussed and it was confirmed communication has begun to be more transparent and **going forward will be moreso via Newsletter (School and new PTA), Facebook, Posters and School Website.**

KFS mentioned the new Parents and the PTA involvement and RB discussed the Meet & Greet on Friday morning to talk to new parents about the PTA and what it involves. The mention to feel welcome and undaunted and what little help can be given is welcome, appreciated and needed.

RB confirmed that going forward the AGM shall be in September/new school year, however this year it was felt the Committee needed to be decided before school closes.

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