



Registered Charity number 1091176

Annual General Meeting held on Monday 15<sup>th</sup> October 2018  
at 7.30pm in the Staff Room

**Attending:**

Alix Hickman (Co-Chair)	Louise Riordan (Co-Secretary)
Nicky Elliott (Co-Treasurer)	Vicky Richardson (Co-Treasurer)
Wendy Aldridge	Debbie Tan Day
Jamie Dodson	Lynne Keeble
Yvonne Thompson	Zoe Baker
James Brett	

1. **Apologies:**

Rachel Dawson (Co-Chair)  
Kelly Valentine (Co-Secretary)  
Ellie Ashton (Teacher Rep)  
Louise Bryant  
Natalie Devereaux

2. Approval of previous AGM minutes of 4<sup>th</sup> October 2017 (7.32pm)

- Approved and signed

3. Welcome (7.35pm)

- Alex welcomed all attendees to the meeting and thanked them for attending

4. Chair's Annual Report (7.40pm)

- Alix read the Chair's Report for 2017/2018 which was written by Alix and Rachel
- A copy of the report is attached to these minutes

5. Treasurer's Annual Report (7.45pm)

- Nicky read out the Treasurer's report for 2017/2018.
- The profit raised from events last year was £12,302.59
- With estimated annual commitments in 2018/19 and other allocated funds there is estimated to be £1.8k of available funds in the bank account

6. Election of officers (7.55pm)

- Rachel Dawson and Alix Hickman stood down as Co-Chairs having completed two years' service in these roles. No-one else stepped forward for this position. As per the constitution it is possible for the PTFA to run without a chair; although it was recognised

that this is not ideal and puts pressure on the other committee members. Rachel and Alix agreed that as no new Chairs were appointed, they would oversee the PTFA events until the end of this term, but would not book new events for 2019. Alix has agreed to oversee the Circus, but is hopeful that volunteers will come forward to take on responsibility for drinks, raffle, snacks, ticket processing etc.

- Louise and Kelly were both happy to continue in the role of Co-Secretaries. These appointments were seconded by Wendy Aldridge and Nicky Elliott.
- Nicky and Vicky, were both happy to continue in the role of Co-Treasurers. These appointments were seconded by Louise Riordan and Wendy Aldridge.
- In Ellie's absence signing her in as Teacher Rep. was left.
- All role job descriptions are held in the PTFA tray near reception.
- The committee gave a huge thank you to both Alix and Rachel for their massive contribution to the PTFA as co-chairs over the last two years.

7. Approval of Constitution (8.00pm)

- a. The Constitution was distributed by Alix prior to the meeting, it remained unchanged from last year. It was approved and the committee signed it.

8. Meeting closed at 7:53p.m