

Parsons Heath Parent Teacher and Friends Association Annual General Meeting

Thursday 27th September 2018

Present

Katie Furlong (KF)	Andrea MacAlister (AMc)
Sharon Olding (SAO)	Claire Newson (CN)
Emma Strevens (ES)	Lisa Read (LR)
Elaine Miles (EM)	Fran Haynes (FH)
Natasha Welham (NW)	Sarah Howe (SH)
Kiran Rafferty (KR)	

Agenda Item		Action
1. Apologies	Vickie Warren	
2. Minutes of Last Annual General Meeting (20/09/17)	The minutes of the last meeting were agreed. Proposed: LR Seconded: SAO	
3. Matters Arising	The PTFA Charity Status still needs to be sorted.	SAO
4. Chair's Report	SAO welcomed everyone to the meeting and explained that the current Chair (KF) was currently stuck in traffic and would be with us as soon as possible. KF arrived and proceeded to update all on the events of the last year. (see separate notes).	SAO
5. Treasurers Report	EM handed out the figures for the last financial year 2017-2018 and highlighted successes of the year. (see attached separate figures). She finished by saying that a buffer of approx. £1000 was always left for any items that need paying ie: insurance, licences etc. and that the cost of the panto and planetarium are yet to be paid to the school.	SAO
6. Appointment of an Independent Examiner of Accounts for the year ending 31/08/2018	Mr Terry Gray was appointed as the Independent Examiner. He is a retired accountant who looks after the books for the local church. Mr Gray has offered his services free of charge.	
7. Election of Officers	Our current chair has decided to step down this year due to personal circumstances. The meeting was informed that to run a PTFA there has to be minimum 3 officers (Chair, Treasurer and Secretary) and then a number of committee members. Discussion followed as to what the roles involved and nominations were asked from the members. Mrs Fran Haynes and Ms Natasha Welham offered to take the role of Chair on as a joint role. Proposed: SO Seconded: KF all agreed. At this point KF stood down and was thanked for her commitment and hard work over the last year as Chair. FH then took the seat. SO offered to continue as Secretary. Proposed: KF Seconded: EM all agreed. EM offered to continue as Treasurer. Proposed: KF Seconded: AMc all agreed.	

	SH offered to take on the role of Vice-Chair with a view to learning the ropes ready for the Chair role in the future. Proposed: EM Seconded: SO all agreed. Committee members: The following committee members were voted on by the officers of the PTFA: LR, KF, AMc, ES, SH, KR	
8. AOB	The following are the staples of the PTFA events calendar: Non-uniform Day 30/11/2018 Xmas Fayre – 07/12/2018 Disco - Feb 19 Quiz – April 19 (approx.) The following suggestions were mentioned as ideas for future fundraising events: Breakfast with Santa – 6th and 13th Dec 18. To go on the agenda for the next meeting. SAO to check with Catering Manager if this possible. Outside Easter Egg Hunt Pamper Night Adults Clubercise Class – November time? Class Cake Sale once a month – competition between classes to see who can raise the most. Nearly New Sale	SAO

Meeting closed at 19:05pm

Next meetings:

Day	Date	Time	Venue
Tuesday	9 th October 2018	6:00pm	School Hall
Tuesday	13 th November 2018	6:00pm	School Hall