PTA AGM Meeting 18th October 19.00 PM

Chairs	Elif Ceylan, Evey Natole
Staff Representative	Sarah Wilks
Minute takers	Patricia Herranz, Nadia Wyatt
Attendees	Sarah Wilks, Kirsty Salmon, Ellen Gaine, Nadia Wyatt, Patricia Herranz, Ellie, Evie Natole, Elif Ceylan, Lisa Williams, Charlotte Upjohn
Absent	Leanne Manton, Gemma Quayle,

Agenda

1. **PTA Constitution Requirements**

We discussed that the PTA is a charity and requirements: 1 AGM, publish agenda, follow the constitution, name at least three trustees an appoint roles of chair, secretary and treasurer (who are usually the trustees also).

Sarah Wilks provided an overview of the purpose of the Constitution and we reviewed the current document during the meeting to establish what items are still relevant and fit for purpose and which need updating.

Changes needed:

- Change Hangleton Schools to Hangleton Friends.
- Year 6 leavers and travel funding (£7 per child)
- Remove all references to the swimming pool as this was handed to the school, but the PTA still donates to the swimming pool yearly

Nadia has created a Google document and the log in details are in the description of the WhatsApp group. The role descriptions are available there.

Action Points:

1) Sarah is going to update the Constitution as per the changes discussed and publish them to the website once complete.
2) The minutes to this meeting will be sent to Sarah by Nadia and Sarah will upload them to the school website.

2. Members Votes

We carried out votes for the roles of the PTA as follows:

Role	Nominee	Nominator	Seconded by
Chair	Elif Ceylan	Charlotte Upjohn	Ellen Gaine
Co-Chair	Eve-Marie Natolie	Charlotte Upjohn	Ellen Gaine
Secretary	Nadia Wyatt	Kirtsy Salmon	Charlotte Upjohn
Treasurer	Patricia Herranz	Nadia Wyatt	Charlotte Upjohn

3. Events

All PTA events need to be run through the school for approval in principle and proposed dates and then meetings to arrange event logistics can be carried out by the PTA independently of school involvement.

We discussed events at the weekend need to be planned well in advance and further thought and consideration needs to be given to ensure all protocols are being followed and minimum staff/helper requirements are met.

We discussed upcoming events as follows:

- Four discos (enough helpers confirmed) Reception, Years 1-2, Years 3-4, Years 5-6.
- Non-Uniform day (Fri 1st)
- Grotto with Santa meet
- Christmas Fair with Tombola
- Christmas cards

We're still looking for a volunteer to dress up as Santa.

Events after Xmas suggestions

- Sponsored events – indoor bouncy castle for Easter
- Tea towels
- More discos
- Summer Fair

4. Treasurer's Report

The Treasurer report was read out (see appendix). Sarah advised against the current report recommendation to remove external audit.

Charlotte and Leanne are going to hand over the role to Patricia in the upcoming weeks.

EOY accounts are due 6 months after 31 August 2023, but preferably as soon as possible. Leanne needs to submit these as part of the hand-over.

5. Pledges

We discussed current pledges and made agreements as follows:

1) Increase school trip contribution to £10 per pupil from the current level of £7 (amount pledged up to £4,110)
2) Swimming pool donation to stay at 10% of raised money

6. Class Reps

We need class reps. We will tackle this after Xmas.

7. Buying items for events

We discussed the current process of paying upfront, submitting receipts and obtaining refunds from the treasurer. Sarah Wilks informed us that the PTA can ask the school to buy items on their behalf and the school will then invoice the Treasurer twice a year to settle the expenses. This will also give the PTA savings on whatever VAT they were able to reclaim.

We will liaise closer with the school in the future to buy items in this way as it's beneficial to all parties.