

**PTA AGM****8.00pm on Wednesday 4<sup>th</sup> November 2015 held at All Saints' C of E Primary School**

	<b>Committee members:</b>	<b>Other parents &amp; teachers:</b>
<b>Present:</b>	Caroline Wood Robertson (CWR) (Chair) Amy Hooper (AH) (Co-Vice-Chair) Steven Dick (SD) (Treasurer) Grace Clarke (GC) (Assistant Treasurer) Abbey Vale (AV) (Ordinary Committee Member) Emma Moscrop (EM) (Ordinary Committee Member)	Michelle Robinson (MR) Amanda Hindmarsh (ACH) Liz Tennant (LT) Katherine Josling (KJ) Bill Fazackerley (BF) Caroline Naidoo (CN) Lisa Ives (LI) Vickie Kemp (VK) Nichola Palmer (NP) Sarah Lister (SL) Lisa Nutton (LN) Katie Stitson (KS) Judith Clarkson (JC) Rachel Parsons (RP) Charlotte Ameigh (CA) Sally Firth (SF) Sue Siddons (SS)
<b>Apologies:</b>	Angela O’Hearne (AOH) (Co-Vice Chair) Felicity Tomblin (FT) (Ordinary Committee Member)	Annette & Barnaby Davies Rachel Wilkinson Sue Staton Nancy Johnson Sally Shelton Anne Rampling Catherine Wormald Helen Etchell

Item	Detail	Action	Notes
1	<b>Apologies for Absence</b>		
	CWR welcomed everyone. EM listed the apologies.		
2	<b>Minutes of the AGM held on 13 November 2014</b>		
	EM presented the minutes from the last AGM, which had been available for inspection at the School office, here immediately prior to the meeting, on the School website and by request from the PTA. The meeting agreed that the minutes be taken as read, adopted with one amendment (section 7 – EM was altering her role to that of Ordinary Committee member, rather than stepping down) and signed by the Chair.	CWR	Done.
3	<b>Matters Arising from the Minutes</b>		
	EM informed the meeting that the matters arising from the minutes had been dealt with during PTA Committee meetings during the year. EM asked the meeting if anyone had any questions or matters arising from the minutes, but no one did.		
4	<b>Chair's Report for 2014/15</b>		
	CWR said thanks to everyone and that we should celebrate last year's achievements. Thanks in particular to all the committee for their hard work, ideas & efforts. We had a £20K target for the Skills room and to achieve this figure the main fundraisers were the Auction of Promises & Summer Party. There were many successful events during the year & thanks were extended to all the volunteers who took part and/or who supported them all. The cancellation of the Summer Fair was disappointing but there was a definite need to highlight requests for volunteers at all events. There were also social events of May Day Carnival, Camping weekend & Easter party which were enjoyed by all who took part. Fantastic achievement in the Carnival with "Best School in Parade – Highly Commended"!		
5	<b>Treasurer's Report for the year ending 31 Aug 2015</b>		
	SD provided the Treasurer's report for the year 2014/15. The full report is attached which shows the breakdown of profit for each event. Following the Auction of Promises the committee had agreed that the PTA would leave 2-3 years before asking local businesses for further donations.		
6	<b>Appointment of an Independent Examiner of Accounts for the year ending 31 Aug 2016</b>		
	SD confirmed that Paul Coalfield had independently examined the accounts for the year ending 31 <sup>st</sup> August 2015. SD to speak to Joe Walker with regard to independently examining the PTA accounts for	SD	

	the year ending 31 <sup>st</sup> August 2016 and, if he is agreeable, the meeting agreed to appoint him.																																		
<b>7</b>	<b>Election of Officers and Trustees of the Committee with effect from the end of the meeting</b>																																		
	<p>EM asked all present if there were any other nominations (other than the ones already received) – None</p> <p><b>It was confirmed that the following people were stepping down from the committee:</b>            Caroline Wood-Robertson (Chair)            Amy Hooper (Co-Vice Chair)            Steven Dick (Treasurer)            Emma Moscrop (EM) (Ordinary Committee Member)            Abbey Vale (AV) (Ordinary Committee Member)</p> <p><b>It was confirmed that the following people were proposing to alter their role on the committee:</b>            Grace Clarke (Assistant Treasurer)</p> <p><b>Individual resolutions were proposed for the election of each post and the following were elected:</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Proposer</th> <th>Secunder</th> </tr> </thead> <tbody> <tr> <td>Katherine Josling</td> <td>Vice Chair</td> <td>Caroline Wood-Robertson</td> <td>Amy Hooper</td> </tr> <tr> <td>Grace Clarke</td> <td>Treasurer</td> <td>Abbey Vale</td> <td>Judith Clarkson</td> </tr> <tr> <td>Amanda Hindmarsh</td> <td>Secretary</td> <td>Sandra Overfield</td> <td>Duncan Graham</td> </tr> <tr> <td>Felicity Tomblin</td> <td>Ordinary Committee Member</td> <td>Felicity Tomblin</td> <td>Emma Moscrop</td> </tr> <tr> <td>Sue Staton</td> <td>Ordinary Committee Member</td> <td>Mhairi Tomlinson</td> <td>Richard Tomlinson</td> </tr> </tbody> </table> <p>EJM informed the meeting that AOH had volunteered to step in to be the Acting Chair if no one was willing to take on the role of Chair immediately. The meeting agreed that this would be a great solution to the vacancy &amp; KJ was particularly keen to work with AOH as an experienced member of the PTA committee. This would allow KJ &amp; the other new committee members to gain valuable knowledge with regard to all the years' events without feeling completely out of their depth.</p> <p><b>As a result, the following nomination form was received &amp; accepted:</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Proposer</th> <th>Secunder</th> </tr> </thead> <tbody> <tr> <td>Angela O’Hearne</td> <td>Chair</td> <td>Abbey Vale</td> <td>Emma Moscrop</td> </tr> </tbody> </table>	Name	Position	Proposer	Secunder	Katherine Josling	Vice Chair	Caroline Wood-Robertson	Amy Hooper	Grace Clarke	Treasurer	Abbey Vale	Judith Clarkson	Amanda Hindmarsh	Secretary	Sandra Overfield	Duncan Graham	Felicity Tomblin	Ordinary Committee Member	Felicity Tomblin	Emma Moscrop	Sue Staton	Ordinary Committee Member	Mhairi Tomlinson	Richard Tomlinson	Name	Position	Proposer	Secunder	Angela O’Hearne	Chair	Abbey Vale	Emma Moscrop		
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<p><b>8</b></p>	<p><b>Any Other Business</b></p>		
	<p>EM, in her role as Year Rep coordinator, formally thanked all the year reps for their support and reported that the year rep system was now working really well throughout the school including Foundation &amp; Year 6. EJM now wishes to relinquish her role as Year Rep co-ordinator &amp; asked for volunteers to take over this role &amp; noted that it doesn't need to be a committee member that takes on this role. No volunteers were forthcoming at the meeting but it was suggested that this could possibly be incorporated into the role of SS as Comms Rep – to be discussed by the Committee.</p> <p>EM also informed the meeting that she was willing to run the February Discos but needed a volunteer or two to support her with a view to then take over this role for next year. Sarah Lister agreed to take on this role.</p> <p>EM gave thanks to the outgoing Chair (CWR), Vice-Chairs (AH &amp; AOH) and Treasurer (SD) for all their hard work over the past year. AV gave thanks to EJM for all her hard work. All present agreed and applauded their efforts. EM also thanked AV for her amazing work for the Carnival &amp; was delighted to inform the meeting that even though AV was stepping down from the Committee, she is again willing to coordinate the Carnival entry for 2016. All present agreed and applauded her efforts.</p> <p>Various discussions took place regarding preparation &amp; ways that parents could help with the forthcoming Christmas Fair. CWR/EM urged all volunteers to complete their forms &amp; submit them to the PTA so that the new committee could allocate roles as soon as possible.</p> <p>EM gave thanks to Mrs Robinson for her attendance at the PTA Meetings. MR gave thanks to all attendees &amp; to the PTA for their tireless fundraising work, supporting the school and ultimately benefitting all the children.</p>	<p><b>Committee</b></p> <p><b>All</b></p>	<p>Done.</p> <p>Done.</p>

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 Angela O’Hearne, Acting Chair