

PTA Meeting Minutes AGM

Wednesday 25th September– 6pm – 7.30pm

Meeting held at English Martyrs School

Meeting called by	Andrea Pankiw	Attendees -Emma, Kirsty, Andrea, Janine, Katie, Miss May, Mr Dinsdale
Type of meeting	PTA Meeting - AGM	
Facilitator	Andrea Pankiw	
Note taker	Andrea Pankiw	
Timekeeper	Andrea Pankiw	

Minutes

AP OPENED THE MEETING WITH PRAYER

WELCOME, INTRODUCTION AND APOLOGIES

AP	Welcomed everybody and thanked all for coming
AP	Gave apologies for those who notified
ALL	Gave introductions for new member Katie

SUMMARY FROM CHAIR & DISSOLVING OF CURRENT COMMITTEE

AP	Gave a personal message of thanks to all involved for their time and commitment last year and acknowledged that we ran successfully lots of big events and made a considerable difference to the school.
AP	Officially dissolved the existing committee

ELECTION OF PTA POSITIONS

	CHAIR LD nominated AP LM seconded the nomination of AP AP elected as Chair
	TREASURER LM nominated EJ AP seconded the nomination of EJ EJ elected as Treasurer
	SECRETARY AP nominated KC EJ seconded the nomination of KC

	KC elected as Secretary
AP	Stated that as her son leaves the school this July, it was important that all PTA members knew the role of Chair and a full list of monthly Chair duties will be put on the WhatsApp group going forward so that all members knew the role and responsibilities in time for the election next year.

FINANCE – CURRENT SITUATION

EJ	Reported on current financial situation £4229.01 – Nat West Bank £909.55 – Virgin Money Bank Account Cash in hand – still to be confirmed £700 – Just Giving Account from abseil £120 – Float Cash
EJ	Reported good news that we now have a new bank account with Virgin Money with online banking facilities and a debit card which will make things much easier going forward. The Nat West bank account will be closed in the future once the direct debits have been transferred to the new bank account.
EJ	Reported on a cheque that had been issued but not cashed yet for the abseil

CALENDAR OF EVENTS FOR CURRENT YEAR

ALL	Discussed and agreed the events for the whole academic year and agreed dates and start dates
LD	Stated that all events are now on the school website and will also be communicated in lots of time on the App to continue with the improved communication for parents
AP	Agreed that she would type up all of the dates, confirm with the whole PTA and then publish 'Dates for your Diary' on the Facebook page for each term

SUB COMMITTEES

AP	Stated that there will be sub committee set up for the organization of the Summer Fayre and, like last year, the members will meet separately to the PTA meetings to ensure the smooth running of the event.
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ANY OTHER BUSINESS

AP	Passed out the GDPR forms for all to complete
AP	Stated that the charity was audited by the Commission over the summer and it was advised that, because we are a registered charity in our own right, we have our own policies in place. The following policies are now in place Anti-Bribery & Corruption, Equal Opportunities, Safeguarding, Social Media, Whistleblowing. All are available to see by any member of the team, any member of staff from the school, or any parent who asks to see them.
AP	Stated that from the audit, it was advised that an updated constitution should be issued and registered and this will be actioned in time
AP	Stated that she would like to run a Design a Logo competition with the children to create a brand identity and this will be implemented before Christmas

AP	Produced a new Income & Expenditure place which will be completed for each event so that it can be seen which events are the most successful
AP	Gave a Social Signature Litter Pick update – this will be launched before the end of September
AP	Spoke about the Summer Raffle that will happen next year as a fundraiser. ALL thought it was a great idea. Scripts will be given and 'asks' will be sent out to generate a good amount of prizes

AP CLOSED THE MEETING WITH PRAYER

NEXT MEETING DATE 23rd OCTOBER 2024