



**ANNUAL GENERAL MEETING**

**HELD IN THE ECOPOD AT ST. MARGARET'S AND VIA TEAMS**

**MINUTES OF THE MEETING HELD ON 06/10/23 @ 2PM**

|            |                    |                     |                    |                   |                       |
|------------|--------------------|---------------------|--------------------|-------------------|-----------------------|
| Present:   | Lisa Willis (LW)   | Paul Latham (PL)    | Cliff Matsuya (CM) | Hannah Brown (HB) | Becky Ribchester (BR) |
|            | Lynda Mclvor (LMc) | Lisa LeClair (LLeC) | Helen Tait (HT)    | Mrs. Bell (MB)    | Mrs. Black (MBI)      |
|            | Liza Rycroft (LR)  | Kirsty McCann (KM)  | Rachel Hesse (RH)  |                   |                       |
| Apologies: | Angela Gunn (AG)   |                     |                    |                   |                       |

| Item No. | Topic:  | Actions: |
|----------|---|----------|
| 1        | <b>Welcome and apologies as above</b>   |          |
| 2        | <b>Minutes of the AGM held on Thursday 23 September 2021</b> <ul style="list-style-type: none"> <li>Brief overview of minutes presented by LW and confirmed</li> </ul>  |          |
| 3        | <b>Matters Arising</b> <ul style="list-style-type: none"> <li>All items covered by agenda</li> </ul>  |          |
| 4        | <b>Chair's Report incorporating Treasurer's Report for the year ending 31 July 2023</b> <ul style="list-style-type: none"> <li>Presented by LW (<b>see Appendix 1</b>)</li> <li>Focus last year was rebuilding the community and re-establishing in-person interactions</li> <li>LW presented a summary of highlights during the previous year, along with grants such as the Upper Junior Library, Year 6 hoodies contribution, and the Coronation gift linked to themes including heritage, excellence, and respect amongst others</li> <li>Additional highlights included the Christmas decoration for each child, the live theatre performances, bake-off and sunflower challenge prizes, and a pizza and cake party for Year 2 as winners</li> <li>The charity bank account had an opening balance of</li> </ul> |          |

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|   | <p>£10,443 on 1 August 2022; £2,626 was achieved through fundraising; £10,661 was raised through events. There were support costs of £726, and £8,886 paid out in grants. The closing balance on 31 July 2023 was £14,118</p> <ul style="list-style-type: none"> <li>• Support for the management of fundraising was introduced by encouraging cashless transactions, introducing card machines, using tokens for large events, setting up the PTA website for automated ticketing, and moving non-uniform days to ParentPay.</li> <li>• The accounts have been independently verified by Becky Ribchester</li> <li>• LW extended thanks to the whole school community, acknowledging the contributions of people who have worked tirelessly to support the charity and its fundraising efforts throughout the year</li> </ul>  |  |
| 5 | <p><b>Appointment of an Independent Examiner of Accounts for the year ending 31 July 2024</b></p> <ul style="list-style-type: none"> <li>• BR confirmed she was happy to remain as the Independent Examiner of Accounts, there were no other volunteers for this role</li> <li>• Unanimous show of hands to appoint BR as Independent Examiner of Accounts for year ending 31<sup>st</sup> July 2024</li> </ul>   |  |
| 6 | <p><b>Election of Officers and Trustees of the Committee</b></p> <p><b>Chair</b><br/> <b>Vice Chair</b><br/> <b>Secretary</b><br/> <b>Treasurer</b><br/> <b>Engagement Officer</b><br/> <b>Communications Officer</b></p> <ul style="list-style-type: none"> <li>• LW introduced the roles of Chair, Vice Chair, Secretary, Treasurer, Engagement Officer, Communications Officer</li> <li>• LR, KM and Steve Down had previously announced their intention to step down as Communications Officer, Engagement Officer and Events &amp; Risk Officer respectively. AG had previously announced their intention to step down as Vice Chair, and this was confirmed (in absentia) at the meeting</li> <li>• LW self-nominated as Chair; seconded by HT; unanimous show of hands confirming LW's appointment</li> <li>• There were no nominations for the role of Vice Chair.</li> <li>• LM self-nominated as Secretary; seconded by LW; unanimous show of hands confirming LM's appointment</li> <li>• LW nominated LLeC as Vice-Secretary; seconded by LM; unanimous show of hands confirming LLeC's appointment</li> <li>• PL self-nominated as Treasurer; seconded by LW; unanimous show of hands confirming PL's appointment</li> </ul> |  |

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|   | <ul style="list-style-type: none"> <li>• CM self-nominated as Vice Treasurer; seconded by PL; unanimous show of hands confirming CM’s appointment</li> <li>• LW nominated AG as a Committee Member; seconded by LM; unanimous show of hands confirming AG’s appointment</li> <li>• There were no nominations for the roles of Engagement Officer and Communications Officer.</li> <li>• HT continues as patron</li> <li>• MBI recommended Rachel McDermott (RMcD) to the Committee. LW will contact RMcD after the meeting.</li> <li>• LW welcomed new members to the committee and thanked outgoing members for their significant support and contribution throughout the year</li> </ul> <p><b>ADDENDUM : AG subsequently withdrew as Committee Member, confirmed 11<sup>th</sup> November 2023</b></p> |  |
| 7   | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• None raised, the meeting was concluded</li> </ul>  |  |
| <b>Date and time of next meeting: TBC</b> |   |  |