

MINUTES OF PTFA AGM MEETING
Thursday 24TH NOVEMBER 2016 – 7.00pm
AT HARTINGTON C OF E PRIMARY SCHOOL, HARTINGTON.

PRESENT: Linda Wright, Rachel Mellor, Judith Flower, Tracy Blackwell, Vicky Allen, Holly Blackwell, Anna Wardle, Nicola Richmond, Helen Debes

APOLOGIES: Barbara Davis, Katherine Webley and Kerry Wager

WELCOME: Linda welcomed everyone to the meeting and thanked them for coming.

MINUTES: Minutes of previous AGM meeting dated 10.11.15 were read by Linda Wright.

- The chairperson – Linda Wright Proposed
- Secretary – Holly Blackwell seconded

MATTERS ARISING FROM THE MINUTES:

- Bank account still with Caf Cash (HSBC) Change of address for statements etc completed.
- Signatories – Judith Flower, Kerrie Wager (to stay till change of banks) and Rachel Mellor
- No changes to number run, updates to be done on signatories. (Judith to find out who cheque signatures are as she has never written a cheque during her time of looking after it)

CHAIRPERSONS ANNUAL REPORT:

PTFA successes over the last twelve months and thank you for everyone's support:

- **Nativity night - Pea & Pie** £1467.08
- **150th School Celebrations** £582.63
- **Number run** £529.00
- **Hartington Sports** £470.78

ELLECTION OF OFFICERS:

Each position was asked in turn if they would like to stand for re-election or if anyone else on the floor would like to stand for the position.

Chair & Vice Chair both wished to stand down. Treasurer stood down as she no longer has children in the school. Secretary stood down due to health reasons. Mrs Blackwell said it wasn't fair to the new committee if everyone stood down as there should be some form of continuity. Vice Chair Mrs Mellor agreed to stay on as an advisory role.

No parent wished to take on Treasurer so Mrs Flower said she would do it if the committee were happy with this, as she works in school. Everyone agreed.

Thank you to the new members of the committee who have stepped up.

- **Chairperson – Anna Wardle** – proposed by Linda Wright, seconded by Holly Blackwell
- **Vice Chair – Rachel Mellor** - proposed by Judith Flower, seconded by Nicola Richmond
- **Secretary - Vicky Allen** - proposed by Judith Flower, seconded by Linda Wright
- **Treasurer – Judith Flower** - proposed by Tracy Blackwell, seconded by Linda Wright
- **Number Run Treasurer – Judith Flower** proposed by Linda Wright, seconded by Rachel Mellor.

Judith Flower agreed to continue checking the Number Run and holding the school uniform.
Dan Blackwell has agreed to carry on as the second number run checker.

ACCOUNTS:

- **Lottery Licence** – The lottery returns are still completed every time the Number Run is won or a fundraising event takes place. The promoter for the society is Linda Wright (to be changed when it is renewed next November. Linda happy to continue till then). The appropriate paper work has been completed and the small lottery licence renewed for the next twelve months. (Cost £20) paid November by cheque. Important information has been sent to us on what should be on the tickets and the layout.
- **NCPT Liability Insurance** – To be renewed in January, paid by Direct Debit. This is kept in the accounts file.
- **The Charity Commission Form** – This was completed in July 2016 and will be completed again in July 2017. The trustees are Judith Flower, Linda Wright, Rachel Mellor, Kerrie Wager. Janet Galloway and Helen Derbyshire have been removed. Helen Debes, Anna Wardle and Vicky Allen have agreed to be added.
- **Head Teachers fund** – It was agreed by the floor to close this and Mrs Blackwell will ask for funds when needed from the treasurer. Large amounts to be sanctioned by the PTFA committee
- **Accounts** – Judith Flower explained that we have made a profit this financial year but that Lea Green, Whitehall and 150 year Commemorative Bags had not been paid before the close of 2015/16 accounts so would go into the next financial year. Also it has been noted that Lea Green 2015 contribution has not been paid back to school (Judith to sort) Therefore next year's accounts will show 3 x Lea Green and 2 x Whitehall.
- **Expenses** - Judith has requested if the committee would be happy for her to use a spread sheet for all expenses instead of paper form, to make it easier. All committee members agreed.

CHANGES STILL TO ME MADE:

- CAF Cash account requires two signatures. At present Judith Flower, Rachel Mellor and Kerrie Wager are authorised. (This will alter if and when we change banks)
- Natwest – Number Run account – Two signatures required.- Kerrie Wager and Anne Stubbs. Judith Flower is still a signatory. Diane Copes name is still on the account and at present bank statements go to her address.
- Bank account – Judith to look into changing account to where it's more beneficial and easier to deposit money as HSBC banks locally have closed. Cheques can be paid in at the post office with special envelopes.

QUORUM:

- AGM meeting – 3 committee & 5 others.
- Thanks to Brenda Kirkham who is helping with the accounts. She has completed a back log of four years and is in the process of completing 2014/15 and 2015/16. Present to be bought to thank her for her support. Linda to buy Garden centre (Fairways, Clifton) voucher £50 and Rachel to organise bouquet of flowers £30 from Wild Orchid.

Meeting closed 8.50pm.

Thank you to everyone for attending and giving up their time.

Chairperson: _____

Date: _____

Secretary: _____

Date: _____