



**MINUTES OF PTFA AGM MEETING**  
**Wednesday 8th November 2017 – 7.00pm**  
**AT HARTINGTON C OF E PRIMARY SCHOOL, HARTINGTON.**

**PRESENT:** Anna Wardle, Rachel Mellor, Judith Flower, Vicky Allen, Tracy Blackwell, Linda Wright, Nicola Richmond, Helen Debes, Barbara Davis and Zoe Clark.

**APOLOGIES:** Katherine Webley, Vicky Critchlow, Liz Broomhead and Holly Blackwell.

**WELCOME:** Anna Wardle welcomed everyone to the meeting and thanked them for coming.

**MINUTES:** Minutes of previous AGM meeting dated 24.11.16 were read by Anna Wardle.

- The Chairperson – Anna Wardle Proposed
- Treasurer - Judith Flower Seconded

**MATTERS ARISING FROM THE MINUTES:**

- See Accounts section for all up to date information

**CHAIRPERSONS ANNUAL REPORT:**

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

- **Christmas Fair - £936.70**
- **Pea and pie - £1960.31**
- **AC/DC night - £315.00**
- **Number run - £685.00**

**ELECTION 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.

All officers were happy to stay on and everyone agreed.

Thank you to the all members for their continued support.

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

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 - Financial Year 1st October 2016 - 31st September 2017:

- **Lottery Licence** – The lottery returns are still completed and signed (by Judith and Anna) every time the Number Run is won or a fundraising event takes place. The promoter for the society has now been changed to Anna Wardle. The appropriate paper work has been completed and the small lottery licence renewed for the next twelve months, Cost £20 paid November by cheque for 1st January 2018.
- **NCPT Liability Insurance** – To be renewed in January, paid by Direct Debit. This is kept in the accounts file.
- **PTA Insurance** - renewed at a cost of £63.00 in 2017 for the year starting 1st January 2018.
- **The Charity Commission Form** – This was completed on 27th July 2017 and will be completed again in July 2018. The trustees are Judith Flower, Linda Wright, Rachel Mellor, Kerrie Wager, Helen Debes and Anna Wardle.
- **Number Run Account** - the paperwork has been submitted to remove Sarah Broadley, Diane Cope and Kerrie Wager and add Anna Wardle and Vicky Allen to join Judith Flower. Any two signatories needed. Postal address also changing from Diane Cope to Judith Flower.
- **Head Teachers Fund** - still in operation but instead of large amounts of funds being present it has smaller amount that the PTFA top up when needed. At present the total stands at £20.76. Over the financial year there has been £200.00 paid into the fund.
- **Accounts** – This year's accounts show 3 x Lea Green and 2 x Whitehall, due to an over sight in previous year.
- **Current Caf Cash current account** - is in the process of being moved to the Natwest Bank due to being charged £5.00/month at present. Both Caf Cash accounts are being merged as agreed in the last PTFA meeting into one, as interest isn't making us any money and merging makes accounts easier to keep in check. Application has been submitted to add Anna Wardle, Vicky Allen and Katherine Webley to join Judith Flower and Rachel Mellor (any two signatories required). Name of account will stay as PTA as charity commission name is PTA not PTFA so we are unable to change.
- **Caf Cash Gold account** has a total of £3,949.94. Signatories on the account still remain as Caroline Kirkham, Sheila Hampson, Jane Bassett, Collette Martin and Judith Flower. Two signatories needed to close the account, Judith Flower has contacted Collette Martin in regards signing a letter to close the account.
- **Caf Cash Current and Caf Cash Gold** need a letter to be written in regards closing the accounts and a cheque will be issued in regards to the funds in the accounts to make transferring funds to Natwest smoothly.
- **Expenses** - Judith has put all expenses on a spread sheet making it all easier to interpret.

## CHANGES STILL TO ME MADE:

- Anna Wardle to visit Natwest Bank with her forms and identification for Number Run Account
- Letter of closure to Caf Cash to close Gold account and current
- Caf Cash to send cheque on closing of account to be put in Natwest Bank
- Movement of Caf Cash accounts to Natwest Bank

## Letter out/received:

- Brenda Kirkham has sent a card thanking the PTFA for the flowers and gift voucher
- Eileen Wallace we sent a thank you letter along with a hand crafted reindeer for her Hamper contribution to the school raffle and theatre tickets to show appreciation of their continued support providing a Christmas tree for school display.
- Mary Goodwin has been given a thank you card for her donation to the AC/DC night as she was unable to attend.

**QUORUM:**

**(committee agreed to 3 committee members and 5 others to be present at an AGM meeting and 2 committee members and 5 others to be present at a normal PTFA meeting).**

- AGM meeting – 4 committee & 6 others.

Meeting closed 7.45pm.

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

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_