

Hartington School



Hartington C of E Primary School PTA

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MINUTES OF PTA AGM MEETING
Thursday 14th February 2019 – 6.00pm
AT HARTINGTON C OF E PRIMARY SCHOOL, HARTINGTON.

PRESENT: Anna Wardle, Rachel Mellor, Judith Flower, Vicky Allen, Tracy Blackwell, Katherine Webley, Jane Diamond and Stuart Allen.

APOLOGIES: Dan Blackwell and Nicola Richmond.

WELCOME: Anna Wardle welcomed everyone to the meeting and thanked them for coming. It was explained that due to unforeseen circumstances – various family bereavements within the school, this A.G.M was delayed from November 2018.

MINUTES: Minutes of previous AGM meeting dated 8th November 2017 were read by Anna Wardle.

- Proposed – Judith Flower
- Seconded – Tracy Blackwell

MATTERS ARISING FROM THE MINUTES:

- No matters arising from the previous A.G.M.

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.

Thank you to the all members for their continued support.

- **Chairperson – Anna Wardle** has agreed to continue – proposed by Judith Flower, seconded by Tracy Blackwell
- **Vice Chair – Rachel Mellor** has decided to stand down and **Katherine Webley** would like to take on the role - proposed by Vicky Allen, seconded by Judith Flower
- **Secretary - Vicky Allen** has agreed to continue - proposed by Katherine Webley, seconded by Judith Flower
- **Treasurer – Judith Flower** has agreed to continue - proposed by Anna Wardle, seconded by Tracy Blackwell
- **Number Run Treasurer – Judith Flower** proposed by Katherine Webley, seconded by Tracy Blackwell.

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 2017 - 31st September 2018:

Accounts have been audited by Brenda Kirkham for 2017/2018, letter of thanks to be sent with a £30 voucher from the post office to spend in a variety of stores.

It has been agreed by the committee that all accounts 10 years plus are to be shredded.

- **Lottery Licence** – The lottery returns are still completed and signed (by Judith and Anna) every time the Number Run is won or a raffle takes place. The appropriate paper work has been completed and the small lottery licence renewed for the next twelve months, Cost £20 by cheque for 1st January 2019.
- **NCPT Liability Insurance has been replaced by 'Parent Kind'.**
PTA Insurance 'Parent Kind' - renewed at a cost of £65.00 for the year starting 1st January 2019. Paid by Direct Debit. New mandate set up for new Natwest Account. This is kept in the accounts file.
- **The Charity Commission Form** – This was completed on 30th May 2018 and will be completed again in July 2019. The trustees are Judith Flower, Linda Wright, Rachel Mellor and Anna Wardle (promoter). Need to take off Linda Wright now (as she has no children in school now) and add on Helen Debes. In September 2019 we need to take off Rachel Mellor (as by then she will have no children in the school) and possibly add Jane Diamond. The name of the account stays as PTA as its registered with the charity commission as Hartington School PTA.
- **Number Run Account** - the paperwork has been submitted to remove Sarah Broadley, Diane Cope and Kerrie Wager as agreed at a previous meeting. Due to complications with the proposed signatories to be added the bank has requested further clarification of the changes to be made.
It was proposed that Sarah Broadley, Diane Cope and Kerrie Wager are removed as they no longer have children in the school. Katherine Webley and Anna Wardle are to be added to Judith Flower as joint signatories. (KW & AW have already presented their documents to the bank as they are signatories for the PTA current account) Any two signatories are required to sign a cheque. The postal address is also to be changed from Diane Cope to Judith Flower. Everyone was in agreement with the proposed changes.
These changes are ongoing as the bank require the minutes of this meeting to clarify the changes.
- **Head Teachers Fund** - still in operation but instead of large amounts of funds being present it has smaller amounts that the PTA top up when needed. At present the total stands at £22.30.
- **Current Caf Cash current account and Gold Account** - these were closed in December 2018 and transferred to the new Natwest Account. Signatories on the account are Judith Flower, Anna Wardle, Rachel Mellor and Katherine Webley. Any two signatories are required to sign a cheque for this account.
- **PTA notice board** is in place at a cost of £365.27, £351.00 was donated by the late Eddie Blackburn and the excess is to be covered by the PTA.
- **Whitehall** £145.00 per child, the PTA have agreed to fund £50.00 per child (5 children).
Lea Green £108.00 for residential (15 children) and £85.00 for non-

residential (3 children), the PTA have agreed to fund £40.00 per residential child and £20 per non-residential child.

- **Expenses** - Judith has put all expenses on a spread sheet making it all easier to interpret. Income and Expenses enclosed.

NUMBER RUN WINNERS (24 members):

28-04-18 – Jenny Webster and Alison Ivins won £75.00 each, took 12 weeks, PTA made £150.00

25-08-18 – Carol Clayton and Audrey Morson won £42.00 each, took 7 weeks, PTA made £84.00

03-11-18 – Michael Morson won £120.00, took 10 weeks, PTA made £120.00. Michael Morson donated this back to school towards the cost of the Christmas pantomime.

29-12-18 – Katherine Webley won £96.00, took 8 weeks, PTA made £96.00.

CHANGES STILL TO BE MADE:

- Number run account changes still to be finalised with Natwest bank using these A.G.M minutes.
- Take off and add names to Number Run bank account.
- Take off and add trustees to charity commission.

Letter out/received:

- Brenda Kirkham – sent letter and voucher as previously mentioned in thanks for auditing accounts 2017/18
- Eileen Wallace – card with thanks sent for Christmas hamper.

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 PTA meeting).

- AGM meeting – 4 committee & 3 others.

Meeting closed 7.00pm.

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

Chairperson: _____ Date: _____

Secretary: _____ Date: _____