

## **EBA PTA AGM Minutes 14th September 2022**

Present: Tania Cornish, Jenny Betts, Kim Burrows, Gemma Roberts, Vanessa Cook, Kelly Hack, Sam Bettess, Laura, Vaiva Newman, Tabitha Cross, Victoria Hewitt, Stuart Wright,

### **Welcome**

Apologies for absence: Hannah Feben-Harknett, Susanne Partridge, Peta Boateng, Hollie S, Sarah Wright, Sasha Morgan

Rules of meeting, how to vote.

AGM Minutes and any matters still to be actioned

- Safeguarding and DBS checks - KH, TC, VC are DBS checked. We need to make sure that if no one from the teaching staff is present at an event, then we need a DBS checked member of the EBA PTA present.

Treasurer's Report for Sep 2021 - Jul 2022

- Total profit over year £9,766.51
- We need to keep reminding our parents on a weekly basis to use Easyfundraising, Amazon Smile and Your School Lottery and Match Funding as these are all easy ways to make money. TC explained what Match Funding is.
- Sum up machine has been used significantly more and the 20p transaction fee has been well received and has covered costs
- Gift aid has been claimed. Another round of gift aid will also be claimed for 2022/23 school year
- **Funds to be made available to the school for IT purchases. Email sent to school at the end of July 2022 offering £5000, as yet no response.**
- The PTA Family Fun Day wasn't able to go ahead this year but the school did run their own which was well attended. Quite a few of the resources and prizes used were ones which had been donated to or bought by the PTA so we have requested a breakdown of what was raised as a result of this. Our records will be updated to reflect this once the information has been received from the school.

### **TC updated committee with Chair's report**

TC thanked all Members for their help and commitment.

- Gemma is stepping down as Treasurer with immediate effect. Kelly Hack agreed to take over as Treasurer. TC explained that the KH would now become a Trustee of the Charity. Gemma briefly explained what the job included.

#### **TC/GR/KH to meet for handover.**

- TC announced that she would step down as Chair at the end of the school year 2023. She asked if anybody would like to step up as a Vice Chair to enable a smooth handover. Nobody took up the position at the meeting.

- VC to step down as Secretary at the end of the school year 2023. TC asked if anybody would become a Vice Secretary for a smooth handover. Samantha Bettess said she would accept the role and take over as Secretary from September 2023. Voted in favour unanimously

#### **VC/SB to meet to start handover.**

- TC said she would put a structure in place for sharing resources with the school for the future.
- Policies have been reviewed by VC/TC.
- VC needs to send out the Active PTA member form to PTA members via Whatsapp so they can confirm that they are happy for the PTA to hold their personal information. VC also explained that there would also be a box on the form to confirm that Members have read and agree with the Code of Conduct policy. VC said that she will attach the Code of Conduct Policy to the Whatsapp Group at the same time so Members can read it.

Tania briefly updated Members on events that went well and what was cancelled. TC said that with the cost of living increasing we should go for quality not quantity for events this school year.

Sponsored read provided £1600 worth of books for the school

PTA donate Xmas books for all the children and wrap them up (£250)

PTA produced the 'Be School Ready' booklet

Raffle is popular

Thanks to KH for running the school uniform which is popular

The carnival float was a big success

Stock for lucky dips and games needs to be replenished

#### **Election of Committee members/Trustees**

Chair- Tania Cornish

Treasurer- Kelly Hack

Secretary- Vanessa Cook

Vice Secretary - Sam Bettess

Social Secretary- Kim Burrows

#### **Any other business**

Date for next EBA PTA Meeting: TBC

**Actions:**

- Update the charity commission with new Committee members/Trustee information below - **TC**
  - Remove Gemma Roberts from bank accounts and Charity Commission **TC**
  - Add Kelly Hack to the bank accounts and Charity Commission **TC**
  - Add Samantha Bettess to the Charity Commission **TC**
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- TC said she would put a structure in place for sharing resources with the school for the future **TC**
  - Send out Code of Conduct Policy and Active PTA members' form - **VC**
  - Date of next AGM TBC - **TC**