The Echelford Primary School

**Parent, Teacher and Friend’s Association**

# *Registered Charity No. 1192901*

## ANNUAL GENERAL MEETING

**Thursday, 19th October 2023**

# Held in Echelford’s Community Room at 9.00am

## Agenda

1. **Attendees & apologies**
	* Attendees: Maria Houghton, Lauren Mcbride, Miss Cottle, Amber Cawte, Mandy Bye, Amy Mollallegn, Helen Jermy, Lucy Garrod, Ria Murray, Anna Bond, Harsha Kara, Vish Kara, Gemma Penny, S. Patel, Natalie Ballard, M. Osborn, E. Osborn, Danny Balckwell, Bernice Baumann, Vanessa McLennan, Dil Ahdan, Gemma Beauchamp.
	* Apologies sent by: Gwyneth, Angela M, Tas, Lauren P, Ro, Keri V.
2. **Chair’s Report for 2022/2023**
	* Danny Blackwell read her Chair’s report, Full report can be found at:

www.pta-events.co.uk/Echelford > About Us > Minutes

1. **Treasurer’s Report for the year ending 31st August 2023**
	* Lauren Mcbride read her Treasurer’s report, Full report can be found at:

www.pta-events.co.uk/Echelford > About Us > Minutes

1. **Election of Officers and Trustees of the Committee**
	* Chair, Secretary and Treasurer all stepped down.
	* Maria explained that all three named roles of Chair, Secretary and Treasurer, can be standalone, Co- or Vice positions. These roles are needed in order to remain compliant with our Constitution but they all hold equal responsibility for the running of the PTFA with no role being “above” another.
	* One person put their name forward as Treasurer for 23/24, this was Emma. Emma is well suited to the role due to working in accounts. She was voted in unanimously.
	* Harsha and Helen put themselves forward for the role of Secretary. They were happy to each become Co-Secretary. They were voted in unanimously.
	* Vanessa, Maria and Lauren put their names forward for Chair roles. It was agreed that Maria & Lauren would each take Co-Chair, due to previous PTFA experience, and Vanessa would become Vice Chair. They were also voted in unanimously.
2. **Confirm changes to banking.**
	* It was agreed that both Danielle Blackwell and Lauren Mcbride would be removed from the Echelford Primary School PTFA Bank Account.
	* It was also agreed that Emma Osborn and Helen Jermy are to be added to the PTFA Metro Bank account.

**AGM Ended**