**Willow Bank Infant School Parents and Teachers Association**

**Annual General Meeting Minutes**

The AGM was held on Tuesday 26th September 2017 in the Infant school staff room at 7.30pm

*Present: Grace Lester; Vicki Townsend; Kate Bartholomew; Nik Penny; Karine Lecoq; Charlotte Waite; Zoe Hudson; Zoë Browne, Rapinder Purwaha,Harriet Tyreman, and Emma Hamilton*

*Staff representative: no staff representative could be present at the meeting.*

*Minutes taker: Karine Lecoq*

1] Apologies for absence

*Charlie Poulter, Louisa Chipperfield and Alex Whitlock sent their apologies.*

2] Minutes of the Annual General Meeting held on 30th September 2015

3] Matters arising from the Minutes

*Minutes reviewed. Nothing outstanding.*

*The tables with integrated chairs were moved from Bullmersh to WBIS in the autumn 2016 and have been used every lunch time since then.*

*The allocation of disco tickets through ballot will continue this year.*

*The events and items to be funded by the PTA in 2016-2017 had been clarified by the school and many fun events and school items were funded by the PTA (see summary table in Treasurer’s report).*

*Minutes signed off.*

4] Chair’s Report for 2016-2017

*Grace and Alex read their report for the year 2016-2017. Everyone thanked and congratulated them for their outstanding contribution last year.*

5] Treasurer’s Report for the year ending 31 Aug 2017. Signing off Accounts and Trustees Report

*Nik Penny read out review of finances in the year 2016-2017. Agreed and signed off.*

6] Appointment of Independent Examiner of Accounts for year ending 31 Aug 2017

*This is in progress. Emma Hamilton has a relative who could potentially do the audit for the PTA account next year.*

7] Election of Officers of the Committee

**Co-Chair** – **Vicki Townsend** nominated by Grace Lester, seconded by Zoë Browne

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**Deputy chair** – **Charlie Poulter** nominated by Karine Lecoq, seconded by Zoe Hudson

**Treasurer** – **Nik Penny** nominated by Grace Lester, seconded by Rapinder Purwaha

**Secretary** – **Karine Lecoq** nominated by Kate Bartholomew, seconded by Zoë Browne

**Ordinary committee members** (OCM):

* Zoe Hudson nominated by Grace Lester, seconded by Karine Lecoq
* Zoë Browne nominated by Vicki Townsend, seconded by Zoe Hudson
* Kate Bartholomew nominated by Zoë Browne, seconded by Grace Lester
* Harriet Tyreman nominated by Rapinder Purwaha, seconded by Kate Bartholomew
* Rapinder Purwaha nominated by Harriet Tyreman, seconded by Nik Penny

8] Change of Trustees

*Nik Penny is looking after the change of trustees.*

9] Head Teacher’s report

10] AOB

*The timing of non uniform and cake sale days was discussed and it was agreed that it would be better to have these events towards the end of each term.*

*There will not be any Christmas fayre this year. However, some parents really the Elfridges part of the event. Some PTA members asked if Elfridges could happen during the school hour. They could volunteer to help run the event together with the teachers and teaching assistants and the PTA still has got a lot of small gifts that could be used. Action: PTA member to talk to the school about the possibility of organising an Elfridges event for the pupils during school hours.*

12] Date of next AGM – Sept 2018

*Exact date to be decided closer to the time.*