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

**Annual General Meeting Minutes**

The AGM was held on Wednesday 28th September 2016 in the Infant school staff room at 7.30pm

*Present: Grace Lester; Vicki Townsend; Kate Bartholomew; Nik Penny; Alex Whitlock; Karine Lecoq; Charlotte Waite; Zoe Hudson; Zoë Brown and Rapinder Purwaha*

*Staff representative: Mrs Davies*

*Minutes taker: Karine Lecoq*

1] Apologies for absence

*Louisa Chipperfield sent her apologies.*

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

3] Matters arising from the Minutes

*Minutes reviewed. Nothing outstanding. The allocation of disco tickets is being monitored this year and will be reviewed at the end of the school year.*

*Minutes signed off.*

4] Chair’s Report for 2015-2016

*Alex read her report for the year 2015-2016. Everyone thanked and congratulated her for her outstanding contribution last year.*

5] Treasurer’s Report for the year ending 31 Aug 2016. Signing off Accounts and Trustees Report

*Nik Penny read out review of finances in the year 2014-2015. Agreed and signed off.*

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

*This is in progress.*

7] Election of Officers of the Committee

**Chair** – **Vicki Townsend** nominated by Alex Whitlock, seconded by Nik Penny

**Co-Deputy Chair** – **Grace Lester** nominated by Charlotte Waite, seconded by Vicki Townsend

**Treasurer** – **Nik Penny** nominated by Kate Bartholomew, seconded by Charlotte Waite

**Secretary** – **Karine Lecoq** nominated by Kate Bartholomew, seconded by Alex Whitlock

**Ordinary committee members** (OCM):

* Alex Whitlock nominated by Charlotte Waite, seconded by Vicki Townsend
* Charlotte Waite nominated by Alex Whitlock, seconded by Grace Lester
* Zoë Brown nominated by Nik Penny, seconded by Karine Lecoq
* Zoe Hudson nominated by Grace Lester, seconded by Kate Bartholomew
* Louise Chipperfield nominated by Alex Whitlock, seconded by Nik Penny

8] Change of Trustees

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

9] Head Teacher’s report

*On the 30th September Mrs Masters is having a look at the free tables with integrated seats available in Bulmershe. If they are suitable, only 5 additional tables would be required.*

10] AOB

*The PTA would like some clarifications from the school regarding which events they would like the PTA to fund this year. This forecast is important to ensure the PTA funds can be allocated appropriately.*

*Some classes may get a session with Lou’s owl. An interactive storytelling with live owls. Due to the cost, these sessions may just be for foundation pupils.*

12] Date of next AGM – Sept 2017

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