

Rogerstone Primary School PTA

Annual General Meeting

6th October 2009

19:00 hours

Present

Keith Baxter, Sharon Grey, Clare Jones, Ruth King, Sarah Knight, Maria Roberts (Secretary), Paul Seymour (Treasurer), Rebecca Trickey, Louise Wenger, Tracey Withers (Chair), Matt Powell, Jo Derrick, Melanie Hurn, Karen Redding, Anne Beer, Emma Ashmead, Oneydes Staggemeier, Brad Hughes.

Apologies

Sam Lowe, Nicola Slade, Claire Bender, Kath Hopkins, Bev Hinder-Thomas, Donna Stone, Claire Payne, Liz Miles, Dave Morgan.

1. Welcome

Tracey introduced herself as current Chairperson and welcomed all, especially the newcomers, to the meeting. She explained that the AGM is an opportunity for the PTA to review its achievements, elect a new committee and start a new year afresh.

2. Minutes of the AGM November 2008

The minutes of the AGM held in November 2008 were agreed.

3. Treasurer's Report

Paul circulated a financial report detailing PTA finances over the last year. He highlighted that total income was £9,339.95 and total expenditure was £9,779.15. It was reported that the bank balance on 30.09.09 was £6,569.46. Tracey queried what action is necessary in terms of updating the Charity Commission. It was confirmed that an Annual Update must be submitted to the Commission. It is not necessary to submit an Annual Return as our income is less than £25,000. Previously the threshold was £10,000. Maria will sort out the Annual Update. Clare raised that the internet fees and web hosting monies were more than she was expecting or recalled having previously paid. It was queried if it was possible for the PTA website to feature as part of the school's own website but this has not previously been permitted. Maria raised that there is information on the NCPTA website about establishing a basic website. Brad agreed to look into alternative methods of providing a website at a lower cost. Rebecca queried if parents know about the Google and Amazon links and suggested this could be advertised again. Tracey wondered if the Google link could take the user to a UK version of Google. Louise asked if it is possible to add ebay as a sponsored link. The lottery licence was queried and clarified as being necessary if we wish to hold raffles and the like.

Action: Maria re the Annual Update for the Charity Commission

Action: Brad re alternative web hosting, UK Google links, ebay

4. Election of Officers and Committee Members

It was confirmed that no additional nominations for the positions of Chair, Treasurer and Secretary had been received. It was noted that Tracy Williams wished to resign from her position as Vice Chair but was happy to remain a committee member. Matt Powell offered to adopt the Vice Chair position and this was gratefully acknowledged. The following table describes who nominations were proposed and seconded by. Some nominations were received in paper format as some members were unable to attend the meeting and the remaining nominations were formalised at the meeting.

Name	Position	Proposed by	Seconded by
Tracey Withers	Chair	Maria Roberts	Rebecca Trickey
Matt Powell	Vice Chair	Maria Roberts	Tracey Withers
Paul Seymour	Treasurer	Rebecca Trickey	Tracey Withers
Maria Roberts	Secretary	Tracey Withers	Ruth King
Rebecca Trickey	Committee Member	Maria Roberts	Louise Wenger
Oneydes Staggemeier	Committee Member	Maria Roberts	Rebecca Trickey
Louise Wenger	Committee Member	Maria Roberts	Sharon Grey
Ruth King	Committee Member	Rebecca Trickey	Sarah Knight
Clare Jones	Committee Member	Sarah Knight	Sharon Grey
Jo Derrick	Committee Member	Sarah Knight	Clare Jones
Keith Baxter	Committee Member	Sarah Knight	Clare Jones
Mel Hurn	Committee Member	Maria Roberts	Ruth King
Brad Hughes	Committee Member	Maria Roberts	Ruth King
Sharon Grey	Committee Member	Louise Wenger	Sarah Knight
Claire Bender	Committee Member	Tracey Withers	Rebecca Trickey
Sam Lowe	Committee Member	Sarah Knight	Clare Jones
Bev Hinder-Thomas	Committee Member	Sarah Knight	Clare Jones
Nicola Slade	Committee Member	Sarah Knight	Clare Jones
Sarah Knight	Committee Member	Keith Baxter	Clare Jones
Emma Ashmead	Committee Member	Maria Roberts	Clare Jones

It was raised that Donna Stone wishes to resign as a committee member but is happy to continue with the Book in the Bag project which is gratefully acknowledged.

It was further noted that some people are on the circulation list who have not made their intentions known for the purpose of this AGM. It was agreed that Maria would email all the contacts and ask them if they wish to remain on the circulation for

information or be co-opted onto the committee in due course when they are able to attend. It was confirmed that the constitution allows for co-opting of members. It was agreed that if people do not reply then it will be assumed that they no longer wish to be on the PTA circulation. A contacts list was circulated for those present to check and add to accordingly. It was agreed that a list will be circulated each month at meetings for people to initial against their name for attendance as opposed to having to sign their names in full.

Action: Maria

5. Review of the Constitution

Maria reported that a constitution is a requirement of the Charity Commission. A constitution was initially drawn up in 1997 but the new NCPTA version, supported by the Commission, was adopted with minor modifications in 2008. Maria explained that when the committee was much smaller, section 6.5.3 of the constitution had been changed in recognition of the fact that the committee officers/members are all volunteers and attendance at the meetings may be sporadic in view of personal commitments. However, Maria felt that section 6.5.3 should be reinstated for officers as a minimum to avoid the situation whereby non-attendance for long periods occurs. It was supported by those present that section 6.5.3 should be reinstated for officers only (ie. Chair, Vice Chair, Treasurer, Secretary). It was agreed that it is not necessary to review the quorum which will continue as being a minimum of 4 committee members present, 2 of whom must be officers. Discussion ensued regarding the authority of sub-committees such as fete committees to make decisions. It was confirmed that authority to act must first be agreed at an Ordinary Meeting. The amended constitution will need to be signed and witnessed and forwarded to the Charity Commission which Maria will organise.

Action: Maria

No other items were raised for discussion and the AGM was closed at 19:40 hours.