

## MINUTES – ANNUAL GENERAL MEETING

18 January 2018 7.45pm

Holy Trinity School

No.	Agenda Item & Notes
1.	<p><b>Welcome, note attendance and apologies</b></p> <p>Shona welcomed everyone to the AGM.</p> <p>In attendance: Lindsay Smith, Nicola Brewerton, Helena Malinson, Sarah Raison, Laura Henger, Ailsa Body, Susie Hall, Karen Ford, Caroline Dawes, Jen Plenty, Zoe Richings, Ann MacGregor, Emma Saunders, Melissa Jamison, Jo Brice, Lindsay Gayler, Elin Richardson, Shona Wells.</p> <p>Apologies; Jo Roche.</p>
2.	<p><b>Approve the minutes of the last meeting (AGM)</b></p> <p>These were <b>approved</b> as an accurate record.</p>
3.	<p><b>Chair's Report (overview of the year)</b></p> <p>Shona thanked everyone involved with the PTA – committee, special helpers, class reps, teachers, parents – for all their support throughout the year.</p> <p>Shona reflected that the sub committee structure was working well and had helped get more people involved.</p> <p>The integration of the grounds committee had also been a success.</p> <p>There had been a number of successful events over the year and the PTA had funded a number of items / schemes for the school including (but not limited to) microscopes, books, cameras, Big Tracks, grounds maintenance, football kit and funding for Gaby Dobson to attend a forestry school course. Shona read out a letter of thanks from Gaby.</p> <p>Next year, the focus will be on funding the ICT suite, outdoor play equipment and an outdoor classroom. It was acknowledged that we need to consider how the PTA can support the school in the context of funding pressures from West Sussex County Council. There will also be a focus on building a local community connection.</p> <p>Special thanks were then given to the school office, Ann MacGregor, teachers and parents and specifically members who were stepping down from roles this year:</p> <p>Claire Bellamy who has led the Christmas shopping event;</p> <p>Jo Brice, outgoing PTA secretary;</p> <p>Melissa Jamison, outgoing Co-Chair;</p> <p>Zoe Richings, outgoing Treasurer.</p>
4.	<p><b>Treasurer's Report including presenting the accounts of the Association for the previous Financial Year (01 Sept 2016 – 31 Aug 2017)</b></p> <p>Zoe Richings presented the accounts for the financial year 01 Sept 2016 to 31 Aug 2017. A copy is to be circulated with the minutes.</p> <p>Zoe extended her thanks to the parents, staff and children who had made all the events a success this year and especially the following:</p> <p>Nicky Guthrie for organising the 2016 Mayors' Procession float;</p> <p>Jo Roche and Robbie for organising the bonfire;</p> <p>Clare Sumpter for organising the Christmas Fair;</p> <p>Claire Bellamy for organising the Christmas Shopping day;</p> <p>Clare Sumpter, Karen Ford and Band of Dads for the summer party;</p> <p>Caroline Dawes and the team for the Summer Fair.</p>

	<p>Thanks were also extended to Cuckfield Bathrooms for their sponsorship of the summer fair raffle tickets.</p> <p>Financial details of each event are within the Treasurers' report but in summary the PTA generated c. £17,000 profit and contributed c. £20,000 to the school.</p> <p>The Committee <b>noted</b> the report.</p>
<b>5.</b>	<p><b>Head Teacher's Report</b></p> <p>Ann MacGregor presented her report. Ann extended her thanks to all the staff, parents and children who had supported the PTA events. Ann expressed her appreciation for such an active PTA and had provided some examples of items that had been funded to the Committee to see.</p> <p>Special thanks were extended for the funding of the candles for Christingle as this mitigated a potential health and safety risk.</p> <p>Ann drew the Committee's attention to the funding crisis in West Sussex and expressed concern that she is not able to staff to the levels that she would like.</p> <p>Ann detailed her aspirations for future funding to support ICT – the current suite is old and the reception computers are not fit for purpose; and outdoor play equipment – the school is looking at Sports Premium money to upgrade the reception play area and would like to see an outdoor classroom and other outdoor equipment funded from the PTA.</p> <p>Ann expressed her thanks to the grounds team.</p> <p>Ann reported that the Mid Sussex Times had reported Holy Trinity as the top performing school in West Sussex. The Committee requested their thanks be passed on to the staff.</p> <p>The Committee <b>noted</b> the report.</p>
<b>6.</b>	<p><b>Election of new Committee / Trustees</b></p> <p>The existing Committee members resigned from their posts.</p> <p>Zoe Richings then nominated the following:</p> <p>Co-Chair – Shona Wells.</p> <p>Co-Chair – Caroline Dawes.</p> <p>Deputy Chair – Lindsay Smith.</p> <p>Treasurer – Ailsa Body.</p> <p>Secretary – Elin Richardson.</p> <p>Susie Hall seconded the nominations. The members noted above were duly elected to those posts.</p> <p>Jo Roche, Jo Brice, Karen Ford, Claire Bellamy, Nikki Mortimer, Sarah Raison, Lindsay Gayler, Nicola Brewerton, Susie Hall, Jen Plenty and Laura Henger were nominated as committee members by Shona Wells and seconded by Lindsay Smith. The General Committee was duly elected. (<i>Post meeting note – Laura Henger is unable to take up her position at this time</i>).</p>
<b>7.</b>	<p><b>Appointment of an independent examiner or auditor for the Association</b></p> <p>The Committee <b>approved</b> the continued appointment of Paul Goldfinch, ACIB, as the independent auditor for the Association.</p>
<b>8.</b>	<p><b>AOB</b></p> <p>There was no AOB raised. The AGM was closed.</p>