



## Minutes of the Pencombe School PTA Annual General Meeting held on Wednesday 4<sup>th</sup> November via Zoom, commencing at 8.00pm.

### 01/11.20 Welcome

- a. The Chair welcomed everyone to the meeting.

### 02/11.20 To receive and consider apologies for absence:

- a. Apologies of absence were received from:
  - Mrs V Goodman [VG] (Head)
  - Mrs C Bufton [CB] (Vice-Chair)
- b. Those present were:
  - Alex Sanger [AS] (Chair)
  - Karen Hodges [KH] (Secretary)
  - Chris Crichton [CC] (Treasurer)
  - Wendy Brazier [WB] (50 Club Co-ordinator)
  - Charlotte Hatt [CH]
  - Mrs L Lyons [LL]
  - Miss A Underhill [AU]
  - Mrs E Brown [EB]

### 03/11.20 To adopt the minutes of the previous AGM – 15<sup>th</sup> July 2019:

- a. The minutes of the last annual general meeting were agreed and signed as being an accurate record of what took place.

### 04/11.20 To receive matters arising not on the agenda (for report only):

- a. There were no matters arising.

### 05/11.20 To receive the Chair's Report for 2019/20:

- a.. AS started by thanking everyone for their help and support since the last AGM.
- b. 2019/20 has been a very different year with lock down but a number of fundraising activities were still able to be held during the early part of the school year.
- c. The big fundraiser of the year was the race night, held in November. Thanks were given to WD who led on getting sponsors for races and horses, allowing us to make a considerable profit from the evening.
- d. The spooky night was held in October and was great fun for the children. This has been missed this year!
- e. A film night was held in February just before lock down, which the children enjoyed and also made a small profit.
- f. The usual non-event activities were also held including the Rags2Riches bag collections, Christmas card project, TheGivingMachine and 50 Club, all generating a small profit for us.
- g. Throughout the year we have been able to cover all the items on the school wish list, although we have not spent as much as we usually would with end of school year activities being cancelled.
- h. Overall it was a successful year.

**06/11.20 To receive the Treasurer's Report for 2019/20:**

- a. Total income for the year is £3651.11 and total expenditure is £2845.61. The overall profit of £805.50 was successfully generated during 2019/20.
- b. It is noted that the money raised from the race night was to be spent on the ICT equipment in Birch class. This hasn't yet been spent but costs are still being explored.
- c. The financial year is 1<sup>st</sup> June – 31<sup>st</sup> May. As at 31/05/2020 the balance is £4149.57, an increase of £809.24 from the previous financial year.
- d. As at 05/11/2020 the current balances are:
  - Treasurers a/c = £4221.24 (↑ £120.80)
  - Business Banking Instant Access a/c = £1383.53 (↑ £0.01)
  - Petty cash = £96.46
- e. Thanks were given to Debs Walker for auditing the accounts for the year 2019/20.

**07/11.20 To appoint an Independent Examiner of Accounts for the year 2020/21:**

- a. It is proposed that Deb Walker acts as the Independent Examiner of Accounts for the forthcoming year. KH has spoken to Deb and she is willing to accept.
- b.
  - Proposed by = KH
  - Seconded by = CC

**08/11.20 To elect Officers and Trustees of the Committee:**

**08.1 Chair:**

- a. KH thanked AS for standing as Chair since July 2017. WD is nominated and is willing to accept.
- b.
  - Proposed by = KH
  - Seconded by = CC

**08.2 Vice-Chair:**

- a. CB was thanked for standing as Vice-Chair since July 2017. CH is nominated and is willing to accept.
- b.
  - Proposed by = CC
  - Seconded by = WD

**08.3 Treasurer:**

- a. CC was thanked for standing as Treasurer and is nominated to continue in the role for the forthcoming year. CC is willing to accept.
- b.
  - Proposed by = WD
  - Seconded by = AS

**08.4 Secretary:**

- a. KH was thanked for standing as Secretary and is nominated to continue in the role for the forthcoming year. KH is willing to accept.
- b.
  - Proposed by = WD
  - Seconded by = CC

**08.5 50 Club Co-ordinator:**

- a. WD was thanked for standing as 50 Club Co-ordinator and is nominated to continue in the role for the forthcoming year. WD is willing to accept.
- b.
  - Proposed by = KH
  - Seconded by = CC

**08.6 Other Officer(s):**

- a. There are no other Officer positions to elect.

**08.7 Ordinary Committee Members:**

- a. There are no Ordinary Committee Members to elect.
- b. There was a discussion around how nominations had been advertised and it was agreed that there needs to be a push to promote the PTA further amongst school parents/carers.

**09/11.20 Any other business:**

- a. AU asked what was happening with Christmas presents for the children, as the usual arrangements would not be happening this year. It was agreed that a budget of £5 per child would be provided by the PTA and the class teachers will purchase gifts.
- b. KH advised that the new Buddy Bench was being constructed by Ian Juchau. He will deliver to school shortly. Thanks were given to Ian for donating both the materials and his time.

**10/11.20 Matters raised for next Ordinary Committee Meeting:**

- a.
  - Christmas presents
  - Future fundraising ideas

**11/11.20 Date of next Ordinary Committee Meeting & next Annual General Meeting:**

- a. The next Ordinary Committee Meeting will be held virtually via Zoom on Wednesday 2<sup>nd</sup> December at 8.00pm.
- b. The next Annual General Meeting will be held in September 2021. The date and arrangements will be agreed nearer the time.

Being no further business the meeting was closed at 8.50pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_