



## Minutes of the Pencombe School PTA Annual General Meeting held on Thursday 30<sup>th</sup> September at Pencombe & Little Cowarne Parish Hall, commencing at 3.15pm.

### 01/09.21 Welcome

- a. The Chair welcomed everyone to the meeting.

### 02/09.21 To receive and consider apologies for absence:

- a. Apologies of absence were received from:
  - Deb Walker
  - Karen Harrison
  - Julia Brazier
- b. Those present were:
  - Wendy Davies [WD] (Chair & 50 Club Co-ordinator)
  - Charlotte Hatt [CH] (Vice-Chair)
  - Karen Hodges [KH] (Secretary)
  - Chris Crichton [CC] (Treasurer)
  - Deb Lord Juchau [DLJ]
  - Meg Reece [MR]
  - Mrs V Goodman [VG] (Head)
  - Mrs L Lyons [LL]
  - Miss A Underhill [AU]
  - Mrs E Brown [EB]
  - Mrs Chris Hayes [CH] (Chair of Governors)

### 03/09.21 To adopt the minutes of the previous AGM – 4<sup>th</sup> November 2020:

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

### 04/09.21 To receive matters arising not on the agenda (for report only):

- a. There were no matters arising.

### 05/09.21 To receive the Chair's Report for 2020/21:

- a.. WD started by providing a summary of what the PTA is and how it is run.
- b. 2020/21 has been another difficult year due to the lock downs. No large events were able to be held but a number of fundraising activities were still able to be run during the school year.
- c. Activities included the 50 Club (six months only), Rags2Riches bag collections, Christmas card project, TheGivingMachine, we registered with AmazonSmile, the Big PTA Summer Raffle and the Christmas wreath sale. All these raised a considerable amount throughout the year.
- d. Thanks were specifically given to Lower Hope Festive who donated the Christmas wreaths for our sale.
- e. WD thanked all the committee members, teachers' parents and carers for their help and support during the year.
- f. WD noted how important it was to encourage new parents to become involved to ensure the future of the PTA.

**06/09.21 To receive the Treasurer's Report for 2020/21:**

- a. CC began by explaining that this was an extended financial year from 1<sup>st</sup> June 2020 – 31<sup>st</sup> August 2021, due to the financial year being changed with the Charity Commission. The financial year is now aligned with the academic year and will run from 1<sup>st</sup> September – 31<sup>st</sup> August.
- b. As at 01/05/2020 the bank balances were:
  - Treasurers a/c = £4164.57
  - Business Banking Instant Access a/c = £1383.34
- c. The total income for the year was £1329.02 from the activities carried out - Rags2Riches bag collections, Christmas wreath sale, AmazonSmile, 50 Club, AmazonSmile, the Big PTA Summer Raffle, TheGivingMachine and a donation. It was noted that there is an outstanding amount of £177.10 from the 2020 Christmas card project which has not yet been received. It was felt that this was an outstanding amount considering the years circumstances.
- d. The total expenditure for the year was £3182.15 for school equipment, Christmas gifts, thank-you gifts, membership and registration fees and 50 Club winnings. The biggest item of expenditure was for the Birch class ICT equipment but it was noted that £1445.81 had been raised for this at the Race Night in the previous financial year.
- e. The total profit for the year was -£1853.13.
- f. As at 31/08/2021 the bank balances were:
  - Treasurers a/c = £2403.60
  - Business Banking Instant Access a/c = £1398.87
- g. The accounts have been audited and thanks were given to Deb Walker for doing this. A gift has been given to Deb as a thank-you.
- h. KH will report complete the annual return to the Charity Commission using the income and expenditure figures.

**ACTION: KH**

**07/09.21 To appoint an Independent Examiner of Accounts for the year 2021/22:**

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

**08/09.21 To elect Officers and Trustees of the Committee:**

- a. It was noted that KH will update the Charity Commission on any changes to trustees, and advise the school office so that any relevant DBS checks can be arranged.

**ACTION: KH**

**08.1 Chair:**

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

**08.2 Vice-Chair:**

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

### 08.3 Treasurer:

- a. CC was thanked for standing as Treasurer since July 2019 and was presented with a thank-you gift. DLG is nominated to stand as Treasurer for the forthcoming year and is willing to accept.
- b.
  - Proposed by = CC
  - Seconded by = WD

### 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 = CH

### 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. MR and CC were nominated as Ordinary Committee Members. They are both willing to stand.
- b.
  - Proposed by = KH
  - Seconded by = WD

### 09/09.21 To discuss changes required to the constitution:

- a. KH advised that there was a discrepancy with the constitution which was being followed. Whilst there are several signed constitutions on file it has become apparent that the legal version is that which is registered with the Charity Commission – a version signed on 28 June 2000. All later versions are not valid, as they have not been registered with the Charity Commission.
- b. Having been sent a copy of the constitution registered with the Charity Commission (a copy was not on file) it was noted that it was very outdated. *Parentkind* have a model constitution and KH recommended that this should be adopted.
- c. Key changes are:
  - i. Type of Association: The type of association depends on the membership and can be changed, but needs to reflect the name.
  - ii. Name of Association: The current name is *Pencombe C.E (V.A) Primary School Parent Teachers Association* but the working name is *Pencombe School PTA*. We are able to change our name in the 2021 constitution - *Parentkind* have advised that whatever type of Association we are should be reflected in our name. We also need to consider what else might need changing if we do change our name, e.g. branding, bank account details etc.
  - iii. Committee membership: The 2021 constitution states that the minimum number of committee members is 2, which is less than the 2000 constitution.
  - iv. General Meetings: The 2021 constitution states that an AGM should be held in each year, not more than 15 months after the last one. The 2000 constitution states that the AGM shall be held in June each year (this would have been based on the financial year ending on 31st May but now we have moved the financial year to be in line with the academic year this no longer fits).

- v. Committee Meetings: the 2021 constitution states that at least three meetings should be held each year and that they can be held physically or virtually. The 2000 constitution states it will be two but doesn't explicitly state how.
- d. Following a discussion, it was agreed to adopt the updated March 2021 *Parentkind* Model Constitution. The name will remain the same, with the branding and bank account referring to the working name of *Pencombe School PTA*. The type of association will be a Parent Teacher Association.
- e. WD and VG will sign the updated constitution and KH will send a copy to the Charity Commission.

**ACTION: KH**

**10/09.21 Any other business:**

- a. WD provided an update on things that were happening this academic year:
  - TheGivingMachine: commission is donated to us when shopping online through website or app
  - Amazon Smile: 0.5% donation from all eligible purchases
  - Stikins Name Labels: 30% commission when quoting School Fundraising Number
  - Stamptastic: order a School Name Label Deluxe Bundle (name stamp, ink pad and white fabric pen) and you get the fabric pen free and we get 15% commission
  - 50 Club: get 12 chances to win 50% of the monthly income
  - Pre-loved uniform shop: donate clean school uniform (branded and unbranded) and this will be sold to raise funds
  - Clothes recycling: we will be getting an external clothing bank to donate unwanted clothes through the *Recycle 4 Schools* scheme
  - Christmas Card Project: get your child to create a Christmas card design and purchase the cards, wrapping paper, gift tags or mugs to raise funds for the school

**11/09.21 Matters raised for next Ordinary Committee Meeting:**

- a.
  - Christmas presents and events
  - Future fundraising ideas

**12/09.21 Date of next Annual General Meeting:**

- a. The next Annual General Meeting will be held in September 2022. The date and arrangements will be agreed nearer the time.

Being no further business, the meeting was closed at 3.55pm.

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

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