

# AGENDA AGM



Meeting - 19<sup>th</sup> September 2023, 7:30 pm - Location: Year 3 Classroom

## Committee members

Rachel Herring, **Chair** | Sam Anderson-Parker **Co Chair** | Paulina Page-Smith, **Secretary** | Alistair Paton, **Treasurer**  
| Jennifer Coulter, **General Committee Member** | Lorraine Davies, **General Committee Member**

**Additional attendees:** Rob Bartwell, Nita Lavis-Brown, Mark Brown, James McCullen, Victoria Buckland, Hannah Beedie, Jo Smith, Nickie Moorley, Chris Phipps, Samantha Tavares

**Apologies:** Michelle Birkett

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## Welcome

Welcome everyone and thank you for coming to this evening's AGM.

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## Introductions

*Rachel* - Let me introduce myself and the rest of our PTFA committee, Rachel Herring, Chair | Sam Anderson-Parker Co Chair | Paulina Page-Smith, Secretary | Alistair Paton, Treasurer | Jennifer Coulter, General Committee Member | Lorraine Davies, General Committee Member.

The objective of the Pfta is to enrich the school lives of our pupils at Hill View. We arrange events throughout the school year, either for fun or to raise funds. The Pfta is a registered charity and is run by an elected committee who all volunteer their time to ensure its success. Everyone who has a connection to the school is automatically a member of the Pfta and we are grateful for any support no matter how big or small. We're so pleased to see you are here to support your children's journey through Hill View Primary Academy through the work of the PTFA.

The AGM meeting is the only formal meeting of the year for the PTFA and deals with the formalities of committee elections, financial audits, reviews and plans for the future.

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## Approval of previous AGM Meeting minutes 2022/23

Rachel runs through minutes from previous meeting held last September. We all agree to approval the previous minutes.

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## Head teachers' comments - Mrs Buckland

A fantastic year, and our best year yet! I want to share my huge thanks with the team; I think you've all done a fantastic job this year. You've managed to raise enough money for us to secure the right minibus for the children and Im please to say this is finally now on order.

A huge Thank you to Rachel, Sam, and the rest of the team.

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## Chair report

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Rachel has detailed the actual breakdown of the income by event in the Treasurers report, but I want to mention some of our events for the year that we organized. A record amount raised, particularly 'Preloved uniform, Bounceathon, & our Summer Fayre - A great effort by all! Thankyou again to all the team and staff.

New ideas are coming this year, events will be even bigger and better.

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## Treasurers Report

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Alistair printed and shared breakdown of results to the group.

**Overall TOTAL RAISED this year - £13,469.18**

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## Appointment of Independent examiner for Accounts

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We are looking for someone to examine our accounts for year ending July 2023. Alistair agrees to source elect someone to complete for us.

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## Election of officers & Trustees of the committee

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We currently have 7 committee members, Chair, Co-Chair, Secretary, Treasurer and two (2) General Committee members. We have had applications for all committee roles which means the PTFA can continue to run. The 7 current Committee Members will now resign.

Natalie Green – General Committee Member - Resigned

A new role has been introduced *for the new academic year; Assistant-Treasurer. This was discussed in previous meetings and feel it is vital to allow shared duties due to the high demand of the role).*

### **Applications for roles:**

**Chair** - Rachel Herring

**Co-chair** - Sam Anderson Parker

**Treasurer** - Alistair Patton

**Assistant-Treasurer** – Michelle Birkett

**Secretary** - Paulina Page-Smith

**General committee members** - Lorraine Davis & Jennifer Coulter, Jo Smith

Therefore, the committee will have **8** members going into this academic year 2023/24.

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## Date of Next Meeting

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AGM September 2024

General Committee Meeting – Thursday 5<sup>th</sup> October 2023

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## Closing

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Comments and thanks.

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