

Parents at Ladygrove School Parent Teacher Association

Registered Charity No. 1164334

ANNUAL GENERAL MEETING

27 September 2017

MINUTES

Present:

Emily Blackwell	Evie Higgins
Alison Burbage	Suzanne Kenneally (Treasurer)
Katie Burnett (Chair)	Josie Mottershead
Sam Drew (Secretary)	Charlotte Slade (Independent Examiner of Accounts)
Ellie Edgington	Lisa Snuggs
Alison Garraway	Bishan Wu

In attendance: Andrew Markham (Headteacher)

Apologies for absence:

Megha Anand, Natasha Aragao, Alice Charles, Sarah Coleman, Jane Duncan, Hilary John, Claire Smith, Clare Smout, Yvonne Voyce, Gemma Webb, Tracey Webb.

1 Welcome and introductions

- 1.1. The Chair welcomed all members and introductions were made for those attending their first Annual General Meeting (AGM).

2 Aims and objectives of PALS

- 2.1. The Committee heard that the primary purpose of PALS was to fundraise for the School, to support extra-curricular activities and to benefit the community. The PTA became a charity in 2015 and is registered with the Charity Commission because it received more than £10,000 in income.

3 Minutes and matters arising from the previous AGM

- 3.1. The minutes of the AGM on 12th October 2016 were confirmed as an accurate record and there were no matters arising to consider.

4 Annual Report for 2016/17

- 4.1. The Committee reviewed the Annual Report and were informed of the full fundraising, events and financial overview of the 2016/17 school year. Members were reminded that PALS worked closely with the School, and operated under

the School's Safeguarding Policy. Members also heard that insurance was provided through PTAUK. The report was available on the Parents Facebook page and the PALS section of the School website. The Annual Report was confirmed as an accurate record and the Secretary would complete the Annual Return to the Charity Commission as required, within 10 months of the end of the financial reporting period.

Action: Secretary

5 The Treasurer's report for the year ending 31 August 2017

- 5.1. The Treasurer provided an overview of PALS finances. The bank balance was reported to be at just under £20,000, although it was noted that £10,000 was already committed funds for a Chromebook investment by the School. The Treasurer explained that £4,500 was needed in the account for ongoing expenses to run upcoming events, which left just over £5,000 to be saved for a bigger project, or allocated to the School for smaller items. This would be considered by the new Committee.
- 5.2. During the 2016/17 academic year the Treasurer advised that PALS made £12,217 in receipts which led to a profit of £8,831 from fundraising activities, events and donations. Members were provided with a detailed breakdown of the accounts for each event.
- 5.3. The Independent Examiner of Accounts confirmed that the accounting statements provided to the Committee provided an accurate and fair representation of the charity's balances and spending for the last financial year. The accounts had been thoroughly reviewed, however it was noted by the Treasurer and Independent Examiner of Accounts that holding the AGM in October was preferable in future.
- 5.4. Members agreed with the Headteacher that the longer-term fundraising project would be the outdoor area. This had been the intention last year, however investment in technology had arisen as a greater need during the year. It was considered that PALS was in a better position now to apply for grants to support re-development of the outdoor area as the School had a clearer need for specific equipment.
- 5.5. The Committee was reminded about the benefits of match fundraising and everyone was encouraged to ask their employer if they had a match fundraising scheme.

6 Appointment of an Independent Examiner of Accounts for the year ending 31 August 2018

- 6.1. Charlotte Slade agreed to continue as the Independent Examiner of Accounts for the year ending August 2018.

7 Election of Officers and Trustees of the Committee

- 7.1. As required by the Committee's constitution, the current trustees stood down. The following trustees were elected for 2017/18 by majority vote:

Chair – Alison Garraway
Treasurer – Emily Blackwell
Secretary – Evie Higgins

- 7.2. It was agreed that no further trustees were required for the charity to continue operating, however a new Publicity Officer role was created to assist with marketing, promotional activity and newsletter entries. Lisa Snuggs was elected as Publicity Officer by majority vote, and it was confirmed that this was not a Trustee role. The charity's members would work in project teams to manage individual events and fundraising activity, and they would be supported by the trustees.

8 Review of Mission Statement

- 8.1. The Committee received the PALS Missions Statement and was asked to consider whether it remained a true reflection of the Charity's purpose. All members agreed that the current Mission Statement was still appropriate.

9 Review of Class Reps for 2017/18

- 9.1. Although there had been some vacancies, the Committee was advised that all classes now had a rep. It was agreed that the class reps would be identified in the School newsletter.

10 Date of the next meeting

- 10.1. The next AGM would be held in October 2018, and the exact date would be set nearer the time, giving at least 21 working days notice.

END OF MINUTES