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| Deanery C.E. Primary School 14 Fox Hollies Road, Sutton Coldfield, B76 2RD | | |
| **AGM 2016** | | |
| **MEETING DATE:**  TUESDAY 8th NOVEMBER 2016 | **MEETING TIME:**  7:30PM | **MEETING VENUE:**  CHILDREN’S CENTRE, CO-LOCATED NEXT TO SCHOOL |

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| **PRESENT** | | |
| **ELECTED** | |  |
| **Officer Members:**  Natalie Lockrey  Rebecca Riddell  Michelle Dolphin  Lisa Greenway | **Ordinary Members:**  Mrs Cullen (Teacher Rep)  Dave Rooney | **Volunteer Members:**  Mrs Luckett (Head Teacher)  Deborah Wilkinson  Jo Thuys  Claire Hale  Paul Lord  Sonia Singleton  Helen Williams  Jessica Harewood  Kath Langley  Rebecca Rich |
| **APOLOGIES** | | |
| **ELECTED** | |  |
| **Officer Members:** | **Ordinary Members:**  Racheal Smith  Maria Hewett | **Volunteer Members:**  Kira Calpaldi |
| **GUESTS:**  NONE | | |

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| **AGENDA ITEMS** | |
| **Welcome and Introduction** | Rebecca started the introductions by giving her name, number of children and Year Groups attending the Deanery School, and the position that she holds on behalf of the PTFA. All participants of the meeting followed suit.  Rebecca handed out copies of the 4 Elected Officer roles and responsibilities, last years’ Agenda & AGM meeting minutes, Treasurer’s Report. |
| **Apologies** | Racheal Smith, Maria Hewett, Kira Calpaldi |
| **Minutes from AGM meeting 04/11/15** | Content Reviewed  Following mistake identified, section Ordinary Members - reference made to Dave Archer when it should have been Dave Rooney. |
| **Matters Arising**  **Action Point Update from AGM 04/11/15** | AP189 Independent Examiner – Michelle Dolphin COMPLETED  AP190 Charity Commission Website Updated with new Ordinary Members – Lisa Greenway COMPLETED  AP191 Ethos Committee Role, volunteer from PTFA committee – Mrs Luckett COMPLETED |
| **Chair’s Report** | **Annual General Meeting**  **Chair’s Report Tuesday 8th November 2016** |
| **Treasurer’s Report** | Brief overview given of the event proceeds and costs, donations to school and external charities. Please see chair’s report for details.  Bank Balance to cheque book 31st August 2016 £11,832. |
| **Appointment of an Independent Examiner** | The existing committee asked if anyone present at the meeting had the relevant skills to take on this task. No-one came forward. ***AP189 to Michelle Dolphin to ask Sarah Perks to take on this responsibility (she has previously completed this task and is familiar with the process).*** |
| **Election of**   1. **Officer Committee Members** 2. **Ordinary members** | Bex advised the group of the process regarding elections. There are 3 types of members.  **Officers** are elected and hold specific roles -chair, vice chair, treasurer and secretary.  **Ordinary** members are also elected at the AGM and hold voting rights.  **Volunteer** members are not elected, do not carry a vote, BUT are extremely valuable contributors to the success of meetings and PTFA  Bex, handed out the roles and responsibilities for each of the Elected Officer roles.    All existing members automatically stand down at the AGM; both the Officer and Ordinary Members roles need to be re-elected.  Bex gave recognition and sincere thanks to the following people who are standing down and do not wish to be re-elected.   1. Natalie Lockrey (Co-chair) concentrating on being Football Manager 2. Racheal Smith (Summer Ball) concentrating on Parent Governor Role and fundraising for MNBA. 3. Maria Hewett (Quiz Night) concentrating on new role as Conservative counsellor.     The PTA.org also recommends that   1. The committee should include a representative of any sub-committee delivering specific events on behalf of the PTFA. 2. every committee member should bring along a friend to the AGM in order to meet the quorum rule   Given that the quorum at the AGM must be double the number of the total committee, it was previously agreed that where possible we should limit the number of people who agree to stand in the future to a maximum of 10 people. Thus requiring minimum of 20 people to be present at the following year’s AGM.  At the AGM for School Year 2015-2016 the committee consisted of 5 Officer Roles and 5 Ordinary Members. Total of 10 elected members. Therefore the quorum required in attendance at this meeting should be a minimum of 20 people for the meeting to be viable.  **It was also noted that**  Everyone that stands also becomes a trustee of the Deanery PTFA for the Charity Commission (some personal details required i.e. address, DOB etc.).  **Committee Members**  Rebecca Riddell was re-elected as Chair,  Jessica Harewood volunteered to be Co-chair.  Michelle Dolphin as Treasurer,  Sonia Singleton Co-Treasurer  Lisa Greenway as Secretary.  **Ordinary Members**  Mrs Cullen (Teacher representative)  Dave Rooney (Disco sub-committee)  Kira Calpaldi (Summer Ball sub-committee)  Sam Isley (Quiz sub-committee)  Deborah Wilkinson (Film Night sub-committee)  ***NOTED: that 16 people present at this AGM, it doesn’t meet the quorum number of 18. Raised with PTA.ORG UK helpline, who confirmed that as no decisions reached (other than election of members) ok to proceed without the need to call an EGM.*** |
| **AOB** | |
| **Mrs Luckett** | Mrs Luckett took the opportunity to say Thank-You, on behalf of school they appreciated everything that we do. Offered to help PTFA in whatever way she could to increase the level of support received from parents.  She advised that solicitor appointed by school is still trying to establish ownership of the field.  She advised that the management team are looking into the possibility of fund raising for an all-weather path around the perimeter of the school grounds. Mrs Cullen to share information at the next PTFA meeting. |

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| **NEW ACTIONS / FUNDRAISING /SUGGESTIONS** | | | |
| AP225 | Lisa to obtain /check personal details from the Ordinary Members to enable the Charity Commission Website to be updated with the Trustee’s information. | | |
| **NEXT MEETING** | | | |
| **MEETING DATE:**  Tuesday 17th January 2017 | | **MEETING TIME:**  7:30PM | **MEETING VENUE:**  WALMLEY SOCIAL CLUB |