



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of Annual General Meeting 15 November 2022

Present: Richard Spencer (RS), Rebecca Kelly (RK), Jenna Doyle (JD), Caroline Muir (CM), Laura Foster- Westgarth (LFW), Alex Farrell (AF), Alison Canning (AC), Hayley Darby-Brown (HDB), Rekha Padmakumar(RP), Rak Sekhon (RKS), Lorna Miall (LM), Aneeqa Umar (AU).

Apologies: Weiike Enrika, Monika Mazurkiewicz, Sana Lindsay

1. Allocation of Roles

A quick recap was given of the key roles needing to be filled for the PTA. LFW and CM indicated they would be happy to step up as trustees of the PTA. AF also confirmed if additional numbers were needed she would be willing to step up.

CM confirmed she would be happy to become the Chairperson for the PTA with support from RS for the next academic year to facilitate an orderly transfer.

RK confirmed she is still happy to organise and minute meetings, and happy to stay as trustee.

2. AGM Matters

2(a) Treasurer's Report

Lorna gave her Treasurer's Report.

The balance carried forward from 2021/22, as at 31 March 2022, was £4,442.44;

Monies in during the year £2,949.07

Monies out during the year £721.74

Balance carried forward is £6,669.77 (as at 15 November 2022)

Current account balance is £6,637.65

It was noted that accounts will need to be filed for this financial year due to the large donation the PTA received from the former pupil. Accounts need to be filed by Jan 2023. LM to arrange.

2(b) Chairman's Report

RS reported that it had been a good year financially, especially considering that we had been operating under covid restrictions for part of the year. It's great that we can now start considering running some of the face-to-face events we used to run, such as the movie nights and parent's social

evenings. It's also fantastic to see refreshed energy and enthusiasm for the PTA with the new parents who are getting involved.

RS confirmed that he would be standing down as Chairman. The team thanked him for all his hardwork and dedication to the PTA over the period of his tenure as Chairman, especially for getting the back playground sorted. RS confirmed he would continue to support CM until the end of the next academic year. RK and LM also confirmed they would support her in the new role and anyone else who wanted to take on the more formal roles of secretary and treasurer of the PTA. It was decided we would review allocation of roles in the new year, once the Christmas Fair had been concluded.

2(c) Appointment of Trustees

RS, LM and RK all stood down as PTA Trustees.

RK and LM confirmed they were prepared to be re-elected as trustees of the PTA. Their re-election was supported.

RK stepped down as Secretary of the PTA, but confirmed she would continue to administer meetings. It was agreed it would be considered in the new year who would take over as formal secretary of the PTA. LM confirmed that she was happy to be re-appointed as Treasurer. LM was unanimously re-elected as Treasurer.

Caroline and LFW confirmed they are happy to be appointed as Trustees of the PTA. Their election was supported.

RS confirmed he would liaise with CM regarding updating the paperwork for the Charities Commission to ensure the trustees details were correct and properly registered.

3. Christmas Fair

The meeting discussed the upcoming Christmas Fair. It was agreed that individuals would take responsibility for organising and running a stall at the fair, to ensure the organisational responsibilities were fairly allocated. A WhatsApp group for the Christmas Fair Organisational Committee would be set up. A separate WhatsApp group will be set up for parents volunteering. We need someone to assume responsibility for setting up such groups. RK will send the usual email to the PTA contact list to request volunteers.

Details of the Christmas Fair planning are contained in a separate document.

4. Other events proposed

It was discussed whether to have a used uniform sale at the Christmas Fair. It was agreed that due to space limitations, it might be difficult to have this at the fair. HDB is going to liaise with Beth Patterson about having the used uniform sale one Friday after school, ideally this term. RK has a clothes rail and hangers that can be used if required.

Other proposed events for the forthcoming year:

Parent Quiz Night – Spring Term

Valentines competition (HDB confirmed she is happy to run this together with the Halloween craft competition)

Scarecrow Trail?
Rounders Event for families?
Easter Egg Decorating competition
Cake Sales
Summer Fair
Tea Towels
Sports Day
Roundhay Schools Fun Run

JD suggested setting up a PTA calendar so we could have a clear overview of the timetable for events. JD is to look into this.

Next meeting

Monday 28th November at 7.30pm

There was no further business and the meeting was closed.