Friends of Broadbottom Primary School (aka Broadbottom PTA)

Annual General Meeting

Thursday 14th November 2019, 7.30pm

Present: Joanne Marrow, Kim Dodd, Helen Roscoe-Rutter, Rebecca Threlfall (minutes)

1. Rebecca opened meeting. It was noted that there were insufficient people in attendance to make the meeting quorate, however we would continue to meet in order to progress future plans for the PTA.
2. Mintues of the last AGM were circulated, however because no one present had been in attendance at the previous AGM, they could not be confirmed as a correct record.
3. Rebecca (Vice-Chair) presented the Chair’s report (in the absence of a chair) (see attached)
4. Rebecca ran through Treasurers report- key highlights being that over the year we had raised £2,371.23
5. Election of committee

It was noted that Deborah Smith stepped down as Chair at last PTA meeting on 27th June (children moving to a different school). Sara Probert also confirmed her intention to step down as Treasurer at the same meeting, however agreed to continue until her children also left the school (4th October). Hayley Gaskell also resigned from her post as Secretary on 11th September. Rebecca agreed to continue in her position of Vice-Chair until / and if new recruits for the officer posts could be found. Kim expressed an interest in taking on the position of Treasurer.

1. School priority projects for year ahead
	1. £300 coach for Robinwood
	2. £250 leavers hoodies
	3. £130 Christmas book / other gift for all children
	4. £250 Match grant recently received from Church Mottram Fund ‘Literacy for Pleasure’ to enhance provision in the library
	5. Also spoke about committing to 2020/21 Music in Schools (funds already sourced for this academic year).
2. Options for future fundraising:

Discussion took place around future fundraising activities. In particular group agreed to progress with Christmas Fair, and look at further joint ventures with Broadbottom Pre-School (including Broadies Bingo and Pre-loved). Also discussed value of requesting donations using FaceBook and also EasyFundraising (currently have an inactive account).

1. Next steps: Send out note (via bookbags and FaceBook page) that more people were needed, especially a Chair and Secretary. Also, to include planning meeting date on Tuesday 19th November for Christmas Fair.

After Friday 22nd November, decision to be made about future of PTA. If we get three officers, we need to:

1. Amend Charity Commission details removing old committee and adding new officers. Complete Annual Return.
2. Update bank mandate to include Kim Dodd, another PTA signatory, plus add Deborah Meadon on as school signatory to ensure continuity. Make sure that clear financial controls are established and recorded.
3. Rebecca, Kim and Sara to meet to agree payments to school to commit to activities as outlined above, and then confirm handover of treasurer information to Kim.

Rebecca thanked everyone for attending.

Meeting ended 9.10pm