

FRIENDS OF THE DEANERY

Deanery C.E. Primary School
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

AGM 2017

MEETING DATE:

TUESDAY 7th NOVEMBER 2016

MEETING TIME:

4:00PM

MEETING VENUE:

SCHOOL STAFF ROOM

PRESENT

ELECTED

Officer Members:

Rebecca Riddell
Lisa Greenway
Jessica Harewood

Ordinary Members:

Dave Rooney
Miss Pullen (teacher
representative)

Volunteer Members:

Mrs Lockett (Head Teacher)
Claire Hale
Leander Oldbury
Rachel Flinders
Vanessa Isley
Emily Earley
Claire Beadsley
Jessica Drury
Helen Appert

APOLOGIES

ELECTED

Officer Members:

Michelle Dolphin

Ordinary Members:
Volunteer Members:

Natalie Lockrey
Maria Hewitt

GUESTS:

NONE

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

Michelle Dolphin, Natalie Lockrey, Maria Hewett

Minutes from AGM meeting 08/11/16



Content Reviewed and signed off with no amendments noted.

**Matters Arising
Action Point Update
from AGM 08/11/16**

AP225 Charity Commission Website Updated with new Ordinary Members – Lisa Greenway COMPLETED

Chair's Report

**Annual General Meeting
Chair's Report**

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| | <p>Tuesday 7th November 2017</p>  <p>Chairs Report & Accounts 2017-18.1.</p> |
| Treasurer's Report | <p>Brief overview given of the event proceeds and costs, donations to school and external charities. Please see chair's report for details.</p> <p>Bank Balance to cheque book 31st August 2017 £8,378</p> <p>Profit £9,129</p> <p>Donations to school £12,834</p> |
| Independent Examiner | <p>In anticipation of standing down at the AGM, Michelle Dolphin had already asked Sarah Perks to take on this responsibility and the task had been completed. No further action required.</p> |
| Election of 1) Officer Committee Members 2) Ordinary members | <p>Bex advised the group of the process regarding elections. There are 3 types of members.</p> <p>Officers are elected and hold specific roles -chair, vice chair, treasurer and secretary.</p> <p>Ordinary members are also elected at the AGM and hold voting rights.</p> <p>Volunteer members are not elected, do not carry a vote, BUT are extremely valuable contributors to the success of meetings and PTFA</p> <p>Bex handed out the roles and responsibilities for each of the Elected Officer roles.</p> <div style="text-align: center;">  <p>PTFA AGM Constitution.msg</p> </div> <p>All existing members automatically stand down at the AGM; both the Officer and Ordinary Members roles need to be re-elected.</p> <p>Bex gave recognition and sincere thanks to the following people who are standing down and do not wish to be re-elected.</p> <ol style="list-style-type: none"> a) Michelle Dolphin (Treasurer) b) Sonia Singleton (co treasurer) c) Mrs Cullen (school representative) <p>The PTA.org also recommends that</p> <ol style="list-style-type: none"> 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 <p>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.</p> <p>At the AGM for School Year 2016-2017 the committee consisted of 5 Officer Roles and 5 Ordinary Members. Total of 10 elected members. However during the course of the school year there have been 2 Elected Ordinary members who had three absences from meetings without sending</p> |

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| | <p>apologies. As per our constitution this is taken as resignation from the committee.</p> <p>It is also noted that the teacher representative role has changed hands, Mrs Cullen handing over to Miss Pullen (no impact on numbers). Therefore the quorum required in attendance at this meeting should be a minimum of 16 people for the meeting to be viable.</p> <p><i>NOTED: that 14 people present at this AGM, it doesn't meet the quorum number of 16. 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.</i></p> <p><u>It was also noted that</u> Everyone that stands also becomes a trustee of the Deanery PTFA for the Charity Commission (some personal details required i.e. address, DOB etc.).</p> <p><u>NEW Committee Members</u> Rebecca Riddell was re-elected as Chair, Jessica Harewood volunteered to be Treasurer. Lisa Greenway as Secretary. Leander Oldbury volunteered to Shadow the secretary.</p> <p><u>NEW Ordinary Members</u> Miss Pullen (Teacher representative) Dave Rooney (Disco sub-committee) Emily Earley (Hampers) Rachel Flinders (Nursery Welcome Party) Claire Beadsley</p> |
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| AOB | |
| Mrs Lockett | <p>Mrs Lockett 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.</p> <p>She advised that in October the school solicitor had successfully achieved ownership of the field for the Deanery. In terms of next steps the 1st stage was to create a perimeter walk on the field, followed by a running track in the Summer. Mrs Lockett urged the PTFA to remind parents (particularly new ones) how fortunate this school is to have a thriving PTFA who donate so generously to school and external charities.</p> |

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| NEW ACTIONS / FUNDRAISING /SUGGESTIONS | | |
| AP263 | Leander 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 16 th January 2018 | MEETING TIME: 7:30PM | MEETING VENUE: WALMLEY SOCIAL CLUB |