

Minutes for PTA AGM – 19th April 2023

ATTENDEES: Sarah Byde (SB); Sophie McInnes (SM); Jaime Lynch (JL); Charlotte Bjorndal (CB); Emma Brunning (EB); Michelle Marsden (MM); Alexis Richards (AR); Julie Harkness (JH); Steve Golson (SG); Olivia Kurylo (OK)

Description/Notes	Actions	Actions Taken
Apologies for absence	Laura Haslam (LH); Shahenaz Maumoniati (SM); Edward Jeffrey (EJ); Karin (K)	
Welcome and Introductions	Welcome to new members of the PTA and introductions from current members. 2022 Minutes and Agenda circulated to everyone attending.	
Aims and objectives of the group	<p>To advance the education of pupils in the school by developing effective relationships between the staff, parents and others associated with the school, engage in activities and/or provide facilities or equipment through fundraising which support the school and advance the education of pupils.</p> <p>All families and staff are members of the PTA. The PTA is governed by the committee members who I voted in at each AGM. Our structure currently is chair, secretary and treasurer. We also have a strong group of parents who attend regular meetings and help to plan and run our events.</p>	
Chair's Report for 2021/2022	<p>We successful in our application to become a charity and the trustees of the charity are the voted in committee members.</p> <p>Activities/Processes undertaken in the year up to 31 July 2022:</p> <ul style="list-style-type: none"> • Easyfundraising – ongoing • Sunflower competition • Christmas card event with IQ cards. • Supported sing along • Supported big clean up • Summer Fair • Fireworks Event • After school sales • Book at bedtime • Christmas donations 	<p>2021 events were still limited but in 2022 events were back to full capacity.</p>

- External grant for storage shed

Support Given to school:

- Christmas presents to classes
- School resources - Bee Bots
- Year 1 Theatre trip

Plans for the coming year:

- Alongside our annual events we will be holding the first ever school disco in May.
- Expansion of the summer fair to include all families across the through school
- working with the secondary phase and integrating where we can
- working to reduce our environmental impact and introduce a firmer reduce, reuse, recycle theme - using recyclable/ reusable materials where possible, uniform exchange, reducing the amount of plastic we use
- build on the parent- teacher football match
- looked move AGM dates gradually so they fall in line with our financial year

Requesting funds are done by completing a funding request form that is discussed with the slt before the committee members vote on whether we can support the request. As per our constitution we try two inshore funds spent will benefit as many pupils as possible, however there may be occasions where smaller groups require specific support

I would like to say a huge thank you to everyone involved in the PTA. Without the support of volunteers, staff and parents alike, the PTA simply wouldn't exist. A lot of time and effort is put into and in the PTA and everyone's contributions are highly appreciated. We are extremely proud of what we have achieved and look forward to seeing what the next year brings.

Treasurer's Report for year ending 31 July 2022	<p>SB read out her treasures report (attached.)</p> <p>Current resources are £100 held for petty cash, the remainder in the bank account.</p> <p>Total income for the year was £9124.11 before any expenses are deducted from events.</p> <p>Formal reporting for the AGM our Financial year started with £3603.37 and ended with £7147.43</p>	<p>SB distributed to JH</p> <p>JL to forward to be put onto the school PTA website page.</p>
Appointment of an Independent Examiner of Accounts for the year ending 31 July 2022	<p>David Bratley has been appointed who is a qualified accountant, He undertook an independent examination of the 2020-2021 and 2021-2022 accounts in April 2023. David was happy that all the evidence I provided ties back to the accounts and nothing that he found or reviewed suggested that the accounts are inaccurate or falsified. Now that we are a charity, David has suggested that changes may be required to financial records for future reports; I will discuss this further with him in due course.</p>	<p>SB to appoint David Bratley for 2022-2023 year-end accounts</p>
Election of Officers and Trustees of the Committee	<p>In advance of the meeting previous elected members confirmed happy to stay in position. No new nominations were presented.</p> <ul style="list-style-type: none"> ▪ Chair – Sophie McInnes ▪ Treasurer – Sarah Bye ▪ Secretary – Jaime Lynch 	
Constitution to change	<p>We will now adopt the 2021 parent kind constitution, which has been updated since our last constitution was agreed. This includes reference to online meetings, but all the other content remains the same and will be logged with the Charity Commission at the end of the meeting.</p>	<p>SM and witness to sign.</p>

		Jl to scan and upload to CC website.
Through School engagement	<p>This year we are expanding our reach across the through school. We will gradually explore how our presence can benefit the pupils in both phases and become aligned to the through-school ethos.</p> <p>The PTA works closely with the school when proposing and planning events and our members are invited to join PTA meetings where we can discuss new ideas and plan our activities.</p>	
Any other business	<p>New PTA members joined: Michelle Marsden; Alexis Richards; Karin; Edward Jeffery</p> <p>We now have a presence on the Carr Manor school website: PTA • Carr Manor Community School to keep up to date with what we are doing.</p> <p>Next PTA date: TBC</p>	