

**Minutes of PTA AGM
St Thomas' C of E Primary School
16 October 2017**

Attendees: Gemma Gordon(chair), Katie Thorp, Claire Hyde, Jayne Hall, Paul, Jenny, Rhian Gilligan, Hannah, Annette Reeves, Marjolijn Van Den Hout, Karen Morris, Bren Billington, Paul Campen, Hannah Gibbs, Laura Jole

1) Minutes of last AGM

The minutes were agreed and accepted.

2) Chair's report

Gemma submitted the Chair's report, pointing out what a great year it has been.

3) Treasurer's report

Annette submitted the Treasurer's report and ran through the financial breakdown. She stated that it has been a great year for the PTA and that matched funding has come in. The accounts were agreed.

4) Audit of accounts

The accounts have been signed off by the Independent Examiner of Accounts, Alex Birch, for the 2016/17 academic year. The Independent Examiner of Accounts for the 2017/18 academic year will be Alex Birch.

5) Election of Officers and Trustees of the Committee

Gemma Gordon was voted in as chair for the year. Katie Thorp was nominated for the role of secretary and Annette Reeve for Treasurer. The committee members were voted in and are as follows: Jayne Hall, Claire Hyde, Laura Jole, Marjolijn Jakobsen and Hannah Gibbs.

Action See if there are any parents that have an interest in taking on the role of secretary from Annette next year if so it might be worth them spending some time with Annette this year to learn the ropes.

6) AOB

Bren Billington updated the PTA on VAT and possible tax implications when giving donations to school. The PTA need to keep this in mind for future donations and ensure any communications are carefully worded when offering money to the school.

Karen expressed her thanks to Marjolijn for all her hard work and support whilst in the role as secretary / Co-Chair and also to the PTA as a whole for all their hard work and support over the year.

Karen asked if the constitution had been reviewed and Annette highlighted that since 2015 we had been following the PTA UK Constitution. Karen asked for this to go on the website.

Action Annette Reeve to send Bren Billington a copy of the PTA UK Constitution for website.