



## Camblesforth Community Primary Academy

### Parent, Teachers and Friends Association (PTFA)

#### Annual General Meeting (AGM) Minutes

Date of Meeting: 3<sup>rd</sup> November 2022

Time of Meeting: 18:30

Attendees: Dave Card (Head teacher), Tracey Longden, Kerrie Coultas, Kimmy Wilmer, Kiren Dulkoan, Steph Coleman.

#### 1, Present & Apologises:

Leanne Newell had previously sent her apologies. Dave Card confirmed that the meeting was quorate.

#### 2, Introduction of the Camblesforth PTFA Constitution:

Dave Card presented the PTFA constitution and explained the purpose of the document which was to act as a contract between the committee members. It was noted that the AGM should be conducted no later than the 30<sup>th</sup> September with 14 days' notice, however due to the absence of a current committee it is permissible to hold an emergency AGM outside of these dates and with less notice given. The full constitution is appended to these minutes.

#### 3, Election of Committee Members:

The following committee members were unanimously voted into these roles:

- Chairperson: Tracey Longden
- Deputy Chairperson: Kimmy Wilmer
- Secretary: Steph Coleman
- Treasurer: Kiren Dulkoan

Dave Card will act as president as all organised events need to be agreed by the head teacher for insurance purposes.

#### 4, Finances

Currently there is a bank account in the previous chairperson's name held with Virgin Money and petty cash in loose change. A bank statement dated 31<sup>st</sup> May 2022 showed a balance of £2692, it is unknown at this stage how much is held in petty cash. The committee discussed how best to progress. The following was agreed:

- The petty cash will be paid into the current bank account.
- All the monies will be donated to the school to fund special projects.

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- A new bank account will be opened for future donations to be paid into. The school will be able to request donations in the future for further projects and experiences for the benefit of the school children.

The topic of external audits was discussed and Dave Card & Kiren will be seeking legal advice.

All statements are to be provided to Kiren as the Treasurer.

### 5, Projects for donated money

It was agreed that:

- £2000 would be spent on artificial grass with the school funding the remain cost (circa £6000).
- £400 would fund the upcoming Hindu learning experience days, enabling these to be a fully funded event for all the school children.
- £292 will go towards reducing the cost of a whole school trip
- The surplus will be discussed once the petty cash has been counted.

### 6, Christmas Activities

The committee are to organise a refreshments stall selling drinks & cakes for both:

- The KS1 Nativity on 7<sup>th</sup> & 8<sup>th</sup> December at 14:30
- The Christmas Fair on 12<sup>th</sup> December at 15:30

Elf on the shelf shall return this year, details to be discussed at the next meeting.

### 7, AOB

All committee members shall require a DBS check.

Suitable and Sufficient Risk assessment for committee members activities (e.g. cooking) are to be produced.

Parent Kind is a service which offers legal advice to PTFA's. Do we have a membership?

Next meeting date to be agreed using group messenger.

### 8, Actions and Owners

<b>Action</b>	<b>Owner</b>	<b>Response</b>	<b>Open / Closed</b>
Petty Cash to be counted	Dave		Open
Petty Cash to be banked	Dave / Kiren		Open
Current account closed	Leanne		Open
New account opened	Kiren		Open
Statements to be forwarded to Kiren	Tracey		Open
Take advice on audits	Kiren		Open
Members to be DBS checked	All		Open
Gain access to Parent Kind	Tracey		Open

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