

AGM Meeting Minutes

Date:	17/10/2019	Venue:	The Old Bell, Malmesbury		
Chair:	Trevor Batey	Minutes:	Candice Devenish		
Present:	Trevor Batey, Candice Devenish, Christina Morris, Mark Halton, Kate Bryson, Lisa Grey, Amy Beswick				
Apologies:	Katherine Bailes, Charlie Taylor, Sam Sandilands				

Welcome

Trevor welcomed all to the meeting and ran through the agenda for the 2019/20 AGM

- Chairs report
 Treasurers Report
 - -Upcoming events
- 3. Nominations for committee members
- 4. AoB

1. Chairs report

	Action	By Whom
Trevor reflected on what the PFA has supported and achieved over the last 12 month: - Christmas dinner - Christmas bizarre - School disco - Mothers day / ladies day market - Summer fete		
Trevor has spent time with Sue Woods and Janine Birkin-Hewitt (Chair of Resources on the Governors body) and agreed the approach that the PFA would remain a charitable fundraising arm however we would realign how request are made. Going forward all requests made from the school will be channelled through Sue Woods for transparency allowing the school to plan project goals and co- ordinate in order to achieve these goals. Early engagement with Sue to ensure support from teacher.		
 Bookings confirmed with Sue: The Book@bedtime will be rescheduled for the 21st or the 28th Disco (February) Mothers day market (March) Fathers day market (May) Summer Fete (July) AGM (September) Quiz (Oct) 	Confirm date	Trevor



St Joseph's Catholic Primary School Parents and Friends Association

Registered Charity No: 1145152

2. Treasures report

	Action	By Whom
Christina reported back the following bast 12 months:- Quiz (Oct 2018)£ 774- Christmas bizzare£3 400- Summer fete£1 800- Match day funding£ 350TOTAL RAISED£ 6 342Balance: £5877 Nothing outstandi	for the	by whom
Prior & standing commitments: Kitchen equipment £2 000 Forrest school £2 000 2 school trips (Braeside and Kilvrough N PlayPod Footsteps Award Mel Weeks playground Jigsaw Programme (agreed to fund throw	anor)	
In progress - Grant from carnival committee - Bonfire committee	Follow up	Trevor

3. Nominations for committee roles

	Action	By Whom
Chair – Candice Devenish Proposed: Trevor Batey Seconded by: Christina Morris		
Prior to the meeting Katherine Bailes confirmed she would be stepping down as vice. Thank you Katherine for your commitment over the last 4 years!		
Vice – Christina Morris Proposed: Trevor Batey Seconded by: Candice Devenish		
Treasurer – Trevor Batey Proposed: Candice Devenish Seconded by: Christina Morris		
Secretary – Chalie Taylor Proposed: Seconded by:	TBC in Charlie's absence	Candice
Committee Members – Sam Sandiland In is absence confirmed via text he would continue in his current role as committee member Proposed: Trevor Batey Seconded by: Christina Morris		



4. AoB

	Action	By Whom
Bags 2 School 180 Bags will be delivered and placed into bookbags for collection by the December 9 th of any unwanted clothes, shoes or textile @ £0.40 per Kg		
Register with amazon smile	Complete registration	Christina
Confirm with Sue woods of communication tool Use class dojo as primary coms tool via teachers Confirm is all have access to class Dojo	Follow up with Sue Woods	Candice
Poster competition Thanks to Trevor for printing poster competition	Comms to be sent out to encourage pupils to completed over half term	Trevor/ Candice
AoP – Engage with corporations and High street vendors for donations	Approach corps	Trevor
Candice and Trevor to catch up to discuss handover and diary dates		

DATE FOR NEXT PFA MEETING :

Wednesday 6th November 2019 @ Old Bell 8pm

5. Close AGM @ 21:06