

William Gilbert Endowed School PTA

[www.williamgilbertpta.co.uk](http://www.williamgilbertpta.co.uk)

Minutes of the Annual General Meeting held on 22<sup>nd</sup> March 2006  
Chairman Bridget Charlton

**1. Opening Welcome**

Bridget welcomed everyone to the meeting

**2. Present**

Karen Lawley, Bridget Charlton, Judith Carroll, Suzanne Leeder, Sue Whyld, Jayne Stevenson, Judy Hooker, Mary Johnson-Evans, Andrea Hewing, Jane Arnold, Anna Nandwani, Rachael Storr, Sue Robey, Karen Nicholson, Rachel Abbott, Kate Naylor, Annette Cooke, Gail Mann, Bronwen Skinner, Joanne Hare, Nicola Allison, Adele Carmichael-Smith

**Apologies**

Derek Cooke, Ruth Hewitt, Caroline Young, Jo Kennedy, Mrs Williamson, Miss Terry, Lisa Tipping.

**3. Minutes of last meeting and matters arising**

Minutes of the last AGM 9.3.06 were proposed by Sue Whyld and seconded by Jane Arnold

**4. Review of accounts**

Bronwen presented a copy of end of year accounts to the meeting. (copy enclosed). The PTA raised £12,244.19 over the year ending 28.2.06. We are already forward committed to £9000 for the nursery/infant and junior playground areas. This leaves a current surplus of around £8000.

**5. Review of Activities**

Bridget started by thanking everyone for all their hard work in raising the money over the last year. She reviewed the activities by looking at the fundamental principles of the PTA

- Fundraising

There has been a lot of activity this year. There has been tremendous support from the families of children in the school. Teaching and non-teaching staff have been so welcoming and helpful in all PTA activities. Bridget was particularly impressed by the helpfulness and the attitude of the children when in the school.

- Supporting school activities

PTA has funded and helped with concerts and parties organised by the school  
PTA has also been involved in the village activities including the sports spectacular and the Duffield Carnival

- Spending plan

This year we have spent

£4000 cross-curricular spending

£4000 ICT suite

£1000 Xmas expenses play/parties/pantomimes

We have also agreed to spend

£5700 junior playground

£1500 infant playground

£2750 nursery garden

PTA's goal is to spend all the money we raise. Bridget felt this was an area we could improve on. Although we have spent a significant amount we have a surplus in the bank so we need ideas of how to spend it and try to spend in year, in future.

Bridget extended her personal thanks to the school, the staff and the children for all the support she had been given during the year. She also thanked all the parents who gave their help during the year. She gave specific thanks to Suzanne and Karen her co-chairs. She also thanked Paul

McCracken and Judith Carroll for their secretarial roles and Bronwen for her role as treasurer. She also thanked Gail Mann for the fantastic PTA website she has designed. In summary the last year as co-chair has been a great thrill and "we've had a good one"

**6. Presidents report**

Sue Whyld stated that the PTA had had a very successful year. About 3 years ago very few people had attended the AGM. This year three very successful people had stood in and it had been a pleasure to work with them. The staff have found them all organised, efficient and capable. We have a fantastic school and the money raised by the PTA makes the school successful and allows us to buy great resources for the children. She agreed we should try and spend all the money raised. She and her staff will refer to the school improvement plan and come back to the PTA with an evaluation of what their next spending requests are. She extended her thanks to all four members of the committee who were standing down Bridget Charlton, Karen Lawley, Susanne Leeder and Bronwen Skinner. Sue Whyld hoped other people would come forward to fill the vacancies. She presented all four with a floral bouquet with thanks.

**7. Election of committee**

Bridget outlined the responsibilities of the New PTA Roles and asked for volunteers. A sheet detailing the roles is attached. There was then a discussion about the vacant posts. Single candidates were accepted. We omitted to formally propose and second, these, but Karen and Bridge did this following the meeting. The following appointments were made

<b>Beverage Buyer</b>	<b>Jane Arnold</b>
<b>Catering supplies</b>	<b>Rachel Abbott</b>
<b>Gift Buying</b>	<b>Karen Lawley</b>
<b>Entertainment Co-ordinator</b>	<b>Jo Hare and Karen Lawley</b>
<b>Publicity Co-ordinator</b>	<b>Gail Mann</b>
<b>Donations Co-ordinator</b>	<b>Karen Nicolson and Rachel Storr</b>
<b>Chairs</b>	<b>Mary Johnson-Evans and Susanne Leeder</b>
<b>Treasurer</b>	<b>Bronwen Skinner</b>
<b>Secretary</b>	<b>Judith Carroll</b>

**8. Appointment of auditor**

Judy Hooker will ask Jo Rogerson to audit end of year accounts.

**9. The Constitution** (copy enclosed)

Bridget explained the reasons for adopting a constitution. As a registered charity the PTA are legally required to have a constitution. The constitution that she proposed we adopt is taken from the National Association of PTA's. It has been approved as a legal document. The main difference to our existing system is that a committee member will need to be elected annually to retain their voting rights. All PTA members will still be actively encouraged to attend and participate in PTA meetings but only elected committee members will be eligible to vote. Bridget suggested we add a rider to the constitution which states that rather than a committee member automatically being removed from the committee if they miss three meetings, it will be "at the committee's discretion."

Minutes of the meetings will be posted on the PTA notice board and the website. A newsletter will be sent to all PTA members after each meeting and detailed minutes will just be sent to the committee members.

A vote took place and the constitution was adopted unanimously.

**10 Close**

Bridget thanked everyone for attending the meeting and brought the AGM to a close.