



# Minutes of the Waverton Primary School PTA – AGM Meeting

<b>Date, Time &amp; Venue</b>	Monday 28 <sup>th</sup> March 2022, 9am at the school
<b>Attendees</b>	Simon Talbot – Headteacher Debbie Ridley – Vice Treasurer Jen Scheuber Hayley Rennie Elizabeth O'Keeffe Janey Roberts Gay Davies Liz Addinall Clare Lindley Sarah Shears Nicola Finn Katrina McCaul Katie Smith Nicola Clemo Vicky Meredith Gemma Devine Emma Nunley
<b>Apologies</b>	Unfortunately, the outgoing committee were unable to attend the meeting due to other commitments.

No	Item	Actions to be taken
1.	<b>Welcome &amp; Introduction to the role of the PTA</b>  Mr Talbot welcomed parents to the meeting and explained that the school needs income from the PTA to assist the school with extra purchases for items not available from the school budget.	
2	<b>Head's Report</b>  Over the years parents have left the PTA as their children have moved to high school and we are now in desperate need of members to revive the PTA.  In previous years, the PTA had assisted the school with the purchase of a variety of things including iPads and charging cabinet, outdoor play area, year 6 coach to Conway, 50 <sup>th</sup> Celebration events.  Due to the Covid pandemic the PTA had been unable to hold any fundraising events.  The lack of fundraising had impacted on the school but also on the children as they hadn't had any of the usual events which enabled them to have fun and socially interact with their peers.	
3.	<b>Financial Report</b>  Debbie Ridley agreed to remain as Vice Treasurer for the new committees first year to guide them through the various requirements as a registered charity. She explained that other than income from	

	<p>Easyfundraising and Amazon Smile the accounts had not changed since they were last audited, and the current balance is around £3500.</p> <p>The PTA in previous years has been able to make donations to the school of around £5k - £8k each year.</p> <p>The Terms of Reference were agreed.</p> <p>We are members of PTA UK which is a source of valuable information and a support network, the subscription will need to be updated with the current committee members.</p> <p>Website PTA UK, Into my account, add me to my PTA, Membership no - 21197</p> <p>Our Charity number -is 1043550 Waverton Parent Teacher Association.</p>	Chair or Secretary to update system.																								
4.	<p><b>Proposed committee structure</b></p> <p>The following committee structure was agreed: Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary.</p>																									
5.	<p><b>Election of Committee &amp; Class Representatives</b></p> <p>The following committee officers were elected unopposed:</p> <table><tr><th>Role</th><th>Officer</th><th>Proposed</th><th>Seconded</th></tr><tr><td>Chair</td><td>Jen Scheuber</td><td>Nicola Finn</td><td>Hayley Rennie</td></tr><tr><td>Vice Chair</td><td>Elizabeth O'Keeffe</td><td>Jen Scheuber</td><td>Gemma Devine</td></tr><tr><td>Treasurer</td><td>Hayley Rennie</td><td>Elizabeth O'Keeffe</td><td>Gay Davies</td></tr><tr><td>Vice Treasurer</td><td>Debbie Ridley</td><td>Gemma Devine</td><td>Jen Scheuber</td></tr><tr><td>Secretary</td><td>Gay Davies</td><td>Nicola Clemo</td><td></td></tr></table> <p>The elected committee officers would approach parents from each year group to agree Class Representatives, details would follow in a PTA newsletter.</p>	Role	Officer	Proposed	Seconded	Chair	Jen Scheuber	Nicola Finn	Hayley Rennie	Vice Chair	Elizabeth O'Keeffe	Jen Scheuber	Gemma Devine	Treasurer	Hayley Rennie	Elizabeth O'Keeffe	Gay Davies	Vice Treasurer	Debbie Ridley	Gemma Devine	Jen Scheuber	Secretary	Gay Davies	Nicola Clemo		
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6.	<p><b>AOB</b></p> <p>A general discussion took place re previous events held and possible events for the rest of the year - Xmas Fayre, Family Fun Night, Children's Disco, Quiz Evenings.</p> <p>The elected committee would meet with the Vice Treasurer to access any necessary paperwork for the Charity Commission, bank, Parentkind and email accounts.</p> <p>PTA email account <b>PTA@waverton.cheshire.sch.uk</b> – will be accessed by any of the elected officers.</p>																									
7.	<p><b>Date of next PTA meeting</b></p> <p>TBA</p>																									