

# Friends of Redfield Edge PTA Meeting

## Meeting

<b>Date</b>	<b>28-09-2023</b>
<b>Location</b>	Redfield Edge Primary School
<b>Planned start time</b>	19:00
<b>Type</b>	Annual General Meeting

## Attendees

<b>Present</b>	<b>Apologies</b>
Philippa (Pippa ) Bastable (chair)	
Lucy Sibley (vice Chair)	
Kiran Nielson (Treasurer)	
Liz Smith (Secretary)	
Lisa Robinson (Head teacher)	
Mark Solocombe (independent Examiner)	
Della Macughey	
Louise Miliner	
Abi Rapsey	
Carrie Wiston	
Natalie Macughey	
Jade Gibson	
Gemma White	
Laura Fitzgerald	
Donna Stepniewski	
Vicki Hinton	
Louise	
Nicola	

Call to order:

19:05 by Philippa Bastable

Agenda:

Ordinary Business:

- Apologies for Absence
- Minutes of AGM held on 7<sup>th</sup> September 2022
- Matters arising from Minutes
- Chairs report 2022/2023
- Treasurers report for the year
- Independent Examiner of Accounts for the year
- Headteachers Update
- Election of officers and trustees of the committee;
  - Chair

- Secretary
- Treasurer
- Vice Chair

Special Business:

- Upcoming events and Activities
- Support the friends

Any Other Business.

Minutes:

- Chair covered aims of AGM
- Apologies were given, please see above.
- It was raised by Mark that we no longer need to file the AGM minutes with the Charity committee.
- Chairs report
  - Highlighted current PTA committee had to pencil in a few events, such as Discos and Christmas cards so dates were booked in.
- Treasurers Report
  - Covered where money was spent on the school
  - Detailed the activities that FoRE supported
  - Noted Employee donations brought in £800 – If we could encourage more parents and guardians to look into match funding this could really help raise money for the school.
  - Highlighted that Discos and the fun run are very good and raising funds for FoRE.
  - Circus will be included in next year's accounts, however noted it raised circa £3000 in ticket sales alone.
- Independent examiner of accounts for the year:
  - Mark Solcombe is our independent examiner.
  - Aimis to provide an independent review of trustees managing their funds.
  - It is a requirement of the charities committee.
  - No issues were found.
  - Mark confirmed he is happy to carry on in this role and be the independent examiner for the new year 2023/2024
  - Also mentioned that login to charities committee was once a shared login. This has to change and an executive committee member must have the login, so needs to be transferred by Mark.
- Last year's AGM minutes were reviewed. No matters arisen.
- Headteachers update
  - Really interesting to here last AGMs minutes, and great to see we achieved what we set out to in the PTA
  - Appreciates all the hardwork and effort Pippa and the team have put into create events for the children and raising money for the school.
  - Proud of the community we have, and how it helps the school. Budgeting for everything is very hard, so support with that is so valuable.
  - It's great that this year's raised funds will go towards a new stage and lighting rig, which will support all the children within the Arts area.

- Also the fact that FoRE support experiences for the children is important.
- Impressed with the Social media presence, Lisa hopes this continues as it's still quite unique for a PTA, and publicises the events to a wider community.
- So proud of what FoRE have achieved this year.
- Election of trustees:
  - All current members stepped down and declined being nominated again
  - Pippa gave an overview of what each role involves, including that roles can be shared, and what FoRE aim to achieve can be as big or small as they wish.
  - There were some questions about the time committee members are expected to commit. Again highlighted this can be as big or small as they want to make it. Plus 1 Open meeting per term, and a handful of exec meetings through the year, on top of regular chat on whatsapp group.
  - Chair:
    - Della Macaughy Nominated herself
    - Seconded by Philippa Bastable
    - Voted in
  - Secretary:
    - Natalie Macaughy and Vicki Hinton nominated themselves for shared secretary
    - Seconded by Lisa Robinson and Lucy Sibley
    - Both voted in as joint Secretary.
  - Treasurer:
    - Mark solcombe detailed how he could support the role by doing the reporting and accounts
    - Treasurer just needs to do banking, cashing up, floats and expenses
    - Donna Stepniewski nominated herself
    - Seconded by Laura F
    - Voted in.
  - Vice Chair:
    - Lisa Robinson nominated Laura F
    - Seconded by Lucy Sibley
    - Voted in
  - New chair gave a few words
  - Pippa stated she would do a handover to Della

#### Upcoming events and activities:

- Disco on 12<sup>th</sup> October
  - Laura F has everything prepared
  - Just need volunteers
- Christmas cards
  - Already in motion
  - Pippa happy to close this up
- Kelly woodruff is happy to run Fun run in 2024

#### Support for the Friends:

- It has been hard getting volunteers.

AOB

- New chair and Headteacher will need an initial meeting to discuss events and dates

Motion to adjourn:

By Philippa Bastable at 20:12 and was approved solidly