

Friends of Redfield Edge PTA Meeting

Meeting

Date	06/11/2023
Location	Redfield Edge Primary School/Teams
Planned start time	19:00
Type	Annual General Meeting

Attendees

Present	Apologies
Laura Fitzgerald	Lisa Robinson
Donna Stepneiwski	
Vicki Hinton	
Nicola Edwards	
Natalie Macaughey	
Pippa Bastible	
Louise Millard	
Mark Slocombe (late, missed votes for points 1-8)	
Dominique Kelly	

Minutes:

- 1. Decide/Vote on member presiding over this meeting (in absence of elected Chair)**
Unanimously decided that everyone was happy for Laura to chair the meeting
- 2. Welcome/thank you for attending.**
Laura welcomed everyone to the meeting
- 3. Apologies.**
Apologies from Lisa Robinson. Dominique Kelly present in her absence
- 4. Summary of events at (and subsequent to) AGM 28th September 2023 & reason for EGM**
Laura explained that since the AGM, Della McCaughey, who was elected as Chair, subsequently made the rest of the newly Elected Committee and Previous Committee aware that she was unable to fulfil the role of Chair.
She then explained that It has also subsequently been identified that there is ambiguity on the current version of the constitution after reviewing the Charity Commission website. The purpose of this meeting is therefore to:
 - Firstly, agree an action plan for the formal confirmation of the Charities Constitution, and
 - Secondly, confirm the roles and responsibilities of the Currently Elected committee and how it may move forward given the factors that have impacted the Chair position since the AGM. Firstly by seeing if there have been any nominations that we can look to elect, or alternatively a position whereby the Current Committee might continue without a Chair.

5. Minutes of AGM September 28th 2023

- Minutes of AGM were not discussed, as they were only just made available to committee members. To be provided to AGM in June as per normal process

6. Constitution/Governing Document:

Laura took us through the key points of the constitution update:

- *It has recently been discovered that the Charity Commission website notes a 2017 amendment to the Charities Governing Document (also known as The Constitution).*
- *In recent years, only a 2003 version of The Constitution has been referenced (and is the one currently published online).*
- *The 2003 version has been used as the basis of decision making for at least the (2022-2023) Previous Committee tenure, and to vote in the (2023-2024) Current Committee at the AGM of the 28th September 2023.*
- *Since discovery, efforts have been taken to source the 2017 amended version. Minutes from an EGM on the 21st June 2017 have been located in the Friends cupboard in school, referencing a decision to update the Constitution to the PTA-UK version. This date aligns to the amendment date noted on the Charities Commission Website. A subsequent AGM has also been found,*
- *A signed copy of the Constitution was not found in the cupboard, but an unsigned copy of the standard (June 2016) PTA-UK Constitution was in the file. It is therefore assumed that this Constitution was adopted without amendments, and the Charities Commission has been contacted to provide a copy of the signed Constitution provided to them.*
- **'Constitution Proposal'** is therefore:
 - *For all decisions at this EGM including (but not limited to) committee personnel modifications/additions, as well as future Committee Meetings, to be made accordingly and with reference to the standard unmodified (June 2016) unsigned PTA-UK Constitution..*
 - *Following this EGM, and once the signed 2017 copy has been sourced from the Charity Commission, the following will take place:*
 - *Publishing of the 2017 Constitution on the Friends section of the Schools Website asap.*
 - *A review by the Current Committee will take place on the signed Constitution sourced. Should any material amendments to the (June 2016) PTA-UK standard be identified that invalidate decisions made at this EGM, then a further EGM will be called to highlight these changes and re-vote appropriate decisions.*
 - *The current committee to seek input from 'ParentKind' as they see fit.*

Vote proposed by Laura, seconded by Donna. Unanimous vote in favour

7. Change to Vice Chair role

- Laura explained the proposed change to her role in Elected Committee Member Officer role for Laura Fitzgerald, from 'Vice Chair' to 'Events Manager'
Laura proposed vote, seconded by Nicola, unanimous in favour

8. Change to Co-Secretary role

- Change in Elected Committee Member Officer role for Natalie McCaughey, from 'Co-Secretary' to 'Parent Liaison'
- Laura proposed, Pippa seconded, and unanimously in favour.**
Note: This then leaves Vicki Hinton as the sole Secretary

9. Chairperson Position

Laura took us through current chair status and options

- *Elected chair Della McCaughey was unable to fulfil the role of Chair*
- *Since then, the Committee has been operating without the Officer of Chair*
- *OPTION 1 - Chairperson nomination(s) received:*
- *OPTION 2 – No nominations (or nominee(s) not elected)*
 - o **'Chairperson proposal':**
 - o *No Chairperson Officer to be designated as part of the Current Committee.*
 - o *Current Committee of elected Officers (and Trustees) to be:*
 - o *Decision to be made at the start of each meeting, by the Current Committee, as to who will preside over and run that meeting (effectively being the Chair for that meeting, with the deciding vote).*
 - o *Any 'Chair' responsibilities as required by the Constitution or Charity Commission (or any other similar body that might require such role responsibilities), to be shared between the Current Committee at their discretion.*

No nominations for chair came forward, so the exec committee will henceforth consist of:

Vicki Hinton - Secretary

Donna Stepniewski - Treasurer

Laura Fitzgerald – Events Manager

Natalie McCaughey- Parent Liaison

Laura proposed, Nicola seconded and unanimously voted in favour

There was a previous suggestion of all exec members being 'co-chairs', which Mark questioned. However, it decided that this was not necessary, and that the role of Chair can be shared among the committee members, with an agreement for who presides over each meeting made prior. Mark suggested that this shouldn't be a problem or conflict in terms of the constitution.

Donna mentioned that in the constitution it does specifically reference a 'Chair -person'. Questioned whether this means the constitution needs to be amended or looked into. For example, letters of resignation from role to the Chairperson, the deciding vote in the instance of a split vote etc.

10. AOB-

- o Mark raised the need to add new trustees onto the charity commission website. Laura and Donna added. Vicki and Natalie need to provide full name, address, email address, date of birth and phone number. Vicki and Natalie are both happy to provide this information.
- o
- o Currently Mark is the only one with access, which is not best practice. Laura volunteered to also be given access.
- o
- o The general report needs submitting- a tick box exercise- which Mark is happy to complete on the committee's behalf.
- o

- Laura noted a few issues with the charity commission website, such as the school website link doesn't work. Donna also mentioned that the charity is a home address - Mark's.
- Pippa mentioned that there was a flag with her company with a donation of money, as the address didn't match the school address. Changing the address to the school address could be beneficial?
- Laura also noted that the charity wasn't registered for Gift Aid, confirmed by Mark. Mark explained that it is a complicated process to organise registering for Gift Aid, so may not be realistic unless someone is willing to invest lots of time/resource to chase. Pippa and Nicola mentioned that the idea has been floated several times, but not chased, which is a shame, as it would raise a considerable amount of money. Donna suggested that if people are interested in setting up Gift Aid, then she'll add it to her list to look into. Pippa confirmed it was worth looking into, particularly with regards to the fun run in the summer, where it could add lots of funds.

Meeting ending

- Nicola gave her thanks to the new exec for stepping up to keep it running.
- Mark to stay on to the next meeting to hear the treasurer update.
- Laura concluded the meeting with thanks.