

St Mary's Middlewich PTA – Annual General Meeting

Date & Location: 20 October 2022. 6.15pm. St Mary's School Hall.

Present:

- Committee: Rob May (Chair), James Rivers (Treasurer), Chris Pountney (Vice Chair; acting as Secretary)
- Staff: Mrs J McKinlay, Miss C Cook, Mrs S Davies, Rev. C Wells (Chair of Governors)
- Parents: Eleanor Fry, Theresa Kay, Emma Coxon, Natasha Spann, Heather McMahon, Jennie Proctor, Mark Ward
- Apologies: Sarah Fassihi, Julie-Ann Hughes, Anita Lear

Attendance & Welcome:

- Rob opened the meeting, welcomed the attendees and thanked those present for supporting the meeting. Rob also advised on the timings of the meeting and the need for Mrs McKinlay and Fr Wells to leave at 7pm. The meeting was quorate.

Review of 2021 AGM Minutes:

- Rob provided a summary of the Minutes of the 2021 AGM. The minutes were confirmed as a true and fair record by the meeting attendees.

Chair's Report:

- Rob provided a report on the PTA's activities during 2022 including the following highlights:
 - Resignations from the PTA Committee during the year had reduced the committee to two members and left the PTA non-quorate for a short period. Following an appeal to the parent population Chris Pountney had joined the committee (as Vice Chair) and allowed the PTA to continue as quorate, along with three other parents volunteering their support.
 - A number of successful fundraising events had run by the PTA during the year, including Christmas Disco, Tea Towels, Raffle, Charity Clothing and Summer Fayre.
 - The Summer Fayre was a great success and was made so by the hard work of the teachers, committee members and volunteers, as well as Mrs Yarwood's efforts in organising performances across the school year groups.
 - Fundraising activities raised £1,924.56 during the year, and almost £3,500 was donated to the school for specific purposes.
- Mrs McKinlay highlighted the positive response and feedback to the Summer Fayre from the whole school community.

Treasurer's Report:

- James delivered the Treasurer's report which included the following highlights:
 - Event by event analysis and comparison against the fundraising activities of the previous year.
 - Details of the receipt and payment account and the closing balance for the year ending 31st August 2022.
 - Statement of the Assets & Liabilities, which included a large balance of cheques written to the school but not yet cashed.
- James requested approval from the meeting for the Report and Accounts.

- Mrs McKinlay requested confirmation that the stated balance and the uncashed cheques matched the current balance and this was confirmed by James.
- The Treasurer's Report was approved by the meeting attendees and the accounts were signed by the Chair and Treasurer.

Election of Officers for 2022/23:

- Rob highlighted the committee roles available and invited nominations. The available committee roles were filled as follows:
 - Chair – Emma Coxon (Proposed by Chris Pountney; Seconded by James Rivers)
 - Vice Chair – Jennie Proctor (Proposed by Jennie Proctor; Seconded by Theresa Kay)
 - Secretary – Rob May (Proposed by Chris Pountney; Seconded by James Rivers)
 - Treasurer – Chris Pountney (Proposed by James Rivers; Seconded by Rob May)
 - Publicity – Theresa Kay (Proposed by Theresa Kay; Seconded by Rob May)
- Following the election of the officers for 2022/23, invitations were considered for the roles of Class Rep for each of the year groups. In some cases there were several nominations and, following discussion within the room, the following Class Reps were selected:
 - Reception – Louise Page
 - Year 1 – Emma Coxon
 - Year 2 – Julie-Ann Hughes
 - Year 3 – Eleanor Fry
 - Year 4 – Heather McMahan
 - Year 5 – Sarah Fassihi
 - Year 6 – Theresa Kay

Other Matters:

- Emma Coxon gave a brief introduction to herself as the new Chair and a former St Mary's pupil.
- James confirmed the need to check authority to remain as a signee for PTA cheques as no longer a committee member (but remaining as a Trustee of the Charity).
- Chris thanked all of the volunteers and expressed delight that all of the roles were filled for the 2022/23 year.
- The group briefly discussed when and where (and how frequently) PTA meetings were held.
- Miss Cook expressed thanks for the amount of support the PTA had provided to the school through the year.
- The group discussed potential future activities (including summarising those that were already under consideration):
 - Christmas Fayre (in conjunction with the Church)
 - School Movie Night (possibly a Friday Night)
 - School Disco
- Theresa highlighted an idea seen elsewhere of a Facebook-based "buy-and-sell" where parents are able to donate used items and these are sold by the PTA to raise funds.
- Mrs McKinlay thanked the PTA on behalf of the school for all of the hard work and expressed how appreciative the school is of the efforts put in.

AOB:

- There were no further items of business raised and the meeting was closed at 6.55pm.

DONM:

- A specific date for the next meeting was not defined, but it was agreed that a meeting would be scheduled in early November at a mutually convenient date and time for the committee members.