

Bromet Parent Teacher Fundraising Association

Extraordinary General Meeting

Minutes

Meeting Title	Extraordinary General Meeting
Date	Thursday, 20th April 2017
Time	19:00 - 20:00
Location	Bromet School, Kestrel Classroom
Chair	Amy Gibbs
Attendees	Alice Denny, Emma Fearnside, Carrie Frank, Amy Gibbs, Francesca Howe, Kate Ippolito, Leon McLeggan, Beki Morris, Nicola Mossally, Maria Pace, Katy Williams
Apologies	Toni Hambleton, Nicole McLeggan

Agenda Item and Remarks	Action By
<p>1. Welcome and Thanks</p> <p>Maria Pace (MP) welcomed the group and expressed the importance of having an active PTA particularly during given the financial difficulties the school is presently faced with.</p> <p>Amy Gibbs (AG) outlined the purpose of the Extraordinary General Meeting - to elect a new committee - and expressed her gratitude for the work performed to date by the outgoing committee.</p>	
<p>2. Approval of AGM minutes and declaration of conflicts of interest</p> <p>Minutes from the AGM in April 2017 were agreed with no objections raised.</p>	
<p>3. Adoption of PTA UK model constitution</p> <p>Amy Gibbs (AG) advised that the current constitution is outdated. A new version based upon the PTA UK model constitution has been circulated for comment. This is a pre-approved constitution and should be accepted with out issue when submitted.</p>	All

Agenda Item and Remarks	Action By
<p>4. Election of committee members</p> <p>Alice Denny (AD) elected Chair Carrie Frank (CF) elected Treasurer Leon McLeggan (LM) elected Secretary Beki Morris (BM) elected as Events Coordinator</p> <p>All nominations supported by attendees without contestation.</p> <p>Email accounts for the committee roles to be established.</p>	<p>AG</p>
<p>5. Appointment of non-committee roles</p> <p>Carrie Frank (CF) appointed Gift-Aid coordinator</p> <p>Leon McLeggan (LM) appointed Communications officer. LM queried what capacity exists for PTFA to update website. Amy Gibbs (AG) advised that items can be submitted to her for uploading but also suggested that PTFA could consider a using separate website should that be the preference of the PTFA. Either option will be supported by the school.</p> <p>Alice Denny (AD) appointed as designated PTA-UK contact</p> <p>Toni Hambleton (TH) suggested as Fundraising / Grants coordinator with Katy Williams (KW) agreeing to provide assistance where required.</p> <p>AG appointed Health and Safety coordinator</p> <p>The role of Quartermaster remains vacant; Beki Morris (BM) and Kate Ippolito (KI) volunteered to assist AD during summer to draft inventory.</p> <p>Francesca Howe (FH) to continue as Film Night Coordinator</p> <p>FH and Jacqueline Howe (JH) to continue as Disco Coordinators. FH informed group the price of disco will have to increase as the DJ has provided notice that rates are to increase.</p>	<p>TH to confirm</p> <p>AD / BM / KI - Summer 2017</p>
<p>6. Appointment of independent auditor of accounts</p> <p>Amy Gibbs (AG) informed the group this is effectively a requirement of all PTAs. Alice Denny (AD) agreed to explore identifying a suitable candidate to undertake the function.</p>	<p>AD Next meeting</p>
<p>7. Signatories for accounts</p> <p>Amy Gibbs (AG) advised that new committee members will need to be added as signatories for the associated bank account. Committee members to finalise.</p> <p>Emma Fearnside (EF) requested to be withdrawn as signatory from said account.</p>	<p>AG / BM / CF / LM</p> <p>AG / BM / CF / LM</p>

Agenda Item and Remarks	Action By
<p>8. Events and fundraising calendar</p> <p>Summer Fair scheduled for 25th June. Beki Morris (BM) volunteered to lead. Sub-committee to meet on 4th May to discuss initial requirements.</p> <p>Quiz Night to be postponed until Autumn.</p> <p>Katy Williams (KW) planning to undertake a 10k run on 2nd July. KW would like to donate to PTFA via Just Giving. Requires PTFA to register. Leon McLeggan (LM) to explore options.</p>	<p>AG / BM / CF / LM</p> <p>LM</p>
<p>9. Date of next meeting(s)</p> <p>TBC (following sub committee meeting on 4th May) Next Annual General Meeting (AGM) - October 2017</p>	

Minutes prepared by: Leon McLeggan