

William Fletcher School PTA

Extraordinary General meeting, Wednesday 15th January 2020

Present: Vanessa Fisher, Steph Delargy, Becca Shewry, Lauren Sharman, Hilary Palmer, Salome Parker, Lauren Mohammed, Peter Hommel, Fay McEaney, Charlotte Raynor, Catalina Marin, Kate Bye, Anna Isles, Deborah Nind, Carly Hommel

Apologies: Samantha Challis, Tal Finnis

Minuted and Chaired by Carly Hommel

Meeting begun by CH giving welcome and thanks to all who attended. CH explained the nature of the meeting, which was required in order to vote upon the adoption of the Parentkind Constitution and to hold elections due to combination of factors which required the current committee members to stand down.

SD asked for further explanation of the roles- CH described Chair's duties (calling meetings, writing Agendas, chairing meetings) with extra info given by CM (funding requests, general point of call if uncertain what or who to refer to for something), PH described role of Treasurer (treasurer's reports, floats, keeping track of payments) & CH described role of Secretary (taking minutes, distributing minutes, reminding people about upcoming meetings).

CH then asked if anyone would be willing to stand for any of the positions and explained that if not then it would mean that there would have to be a vote to disband. SD put herself forward as willing in general, BS said she would stand as Treasurer, LM said she would be willing to be Secretary & CM said she would be able to stand in/act as co-Secretary if needed. CH then asked SD if she would consider being Chair and SD agreed to take on the role.

PH also raised the issue of the bank account and described the necessary steps. He and explained that the forms required are pre-prepared and can be completed once the Charity Commission register is updated. He also confirmed with members of the meeting that they were happy to support the purchase of a coin counter to facilitate the role of treasurer. All agreed.

The members present then voted unanimously to adopt the new constitution by show of hands. The old committee was disbanded and a new committee of the aforementioned individuals duly proposed, seconded and elected individually. Actions arising: CH to signed copy of constitution to the Charity Commission and to arrange handover to SD. PH to arrange for the update of the record of trustees and handover with BS.

DN drew everyone's attention to Pancake Day, this year on Tuesday 25th February -need volunteers (Vanessa, Lauren & Carly to help on the day), pancakes (SD to ask Co-op to see if they can donate or offer discount) syrup, sugar and lemon volunteered by CM but SD also mentioned getting these from Co-op (TBD), paper plates/napkins discussed (FMcE suggested buying some re-usable ones but storage, washing etc problematic so decided to stick with napkins), CH to get napkins and chocolate syrup. Volunteers to bring own frying pan for pancake flipping, school kitchen to help with warming. CH to check minutes for amount per pancake- unsure whether £1 or 50p.

School disco date set provisionally for Friday 28th February- CH to email last disco provider (Ultimate Kids Party) for availability & forward info to SD.

Date for next meeting set for Weds 26th February 2020, to be held at School @ 7pm.