



MINUTES: PTA AGM
RAF BENSON COMMUNITY PRIMARY SCHOOL
Monday 1st October, 7pm

Present	Caroline Dainty Holly Bateson Steph Fawdry Jon Purchase Alison MacGillivray Debbie Watson Lyndsey Stanford Leanne Minns Amy Laker Emma Gray Tim Thorpe	Chair Secretary Head Teacher Deputy Chair Deputy Secretary Treasurer
Apologies	Tara Branston	

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>Welcome to the meeting. Thank you to everyone for coming.</p> <p>ITEM 3. TREASURER'S REPORT (LM)</p> <p>3.1 Current balance £5,564.36. A number of things to still be deducted for 17/18 spend.</p> <p>3.2 We raised around £6,000 in 17/18 and spent around £5,000. Leanne to send the full report to Holly to share with the minutes.</p> <p>3.3 Leanne is owed £174.94 for personal spend in 17/18. Caroline and Holly checked the amount and it was agreed that Leanne would pay herself by bank transfer due to the fact that the bank account doesn't have any signatories currently still on the committee.</p> <p>ITEM 4. TRUSTEES REPORT</p> <p>Caroline shared a report on behalf of the trustees with an overview of the past 12 months. Topics included:</p> <ul style="list-style-type: none"> a) New processes and protocols adopted b) Funded c) Events d) Promotion of the PTA 	<p>LM</p>

<p>e) Future direction</p> <p>The full report will be uploaded to the website. Holly to action</p> <p>ITEM 5: ELECTION OF COMMITTEE (TRUSTEES)</p> <p>5.1 Chair #nominations – 2 (Jon Purchase and Lyndsey Stanford) Vote taken and Lyndsey was elected</p> <p>5.2 Deputy Chair #nominations – 0 Post vacant</p> <p>5.3 Secretary #nominations – 0 Holly will remain in post until Christmas.</p> <p>5.4 Deputy Secretary #nominations – 0 Post vacant</p> <p>5.5 Treasurer #nominations – 1 (Alison MacGilvray) Alison was elected</p> <p>5.6 Deputy Treasurer #nominations – 1 (Leanne Minns) Leanne was elected</p> <p>5.7 Holly to update details on the website.</p>	<p>HB</p>
<p>ITEM 6: APPOINTMENT OF INDEPENDENT EXAMINER OF ACCOUNTS</p> <p>Alison to arrange audit of accounts as soon as possible through PSF.</p> <p>ITEM 7: ANY OTHER BUSINESS</p> <p>7.1 Steph suggested the PTA could host a coffee morning one Friday morning in the Wessex room to try and recruit new members. Follow up at the next meeting.</p> <p>7.2 Caroline has reviewed the Terms of Reference for committee posts and asked Holly to update the date on the forms.</p> <p>7.3 Steph thanked the committee for all their hard work this year and presented each committee member with a card as a thank you from everyone at the school.</p>	<p>HB</p> <p>AMG</p>

Minutes written by:
Holly Bateson, Secretary