



**MINUTES: PTA AGM MEETING**  
**RAF BENSON COMMUNITY PRIMARY SCHOOL**  
**4<sup>th</sup> October 2017, 7:30pm**

Present	Ellie Chisholm Caroline Dainty Leanne Minns Steph Fawdry Alexandra Lewis Susie Mackay Holly Bateson Tim Thorpe Rob Gray Jasmine Lakey Debbie Watson Jon Purchase Louise McCaffrey Lyndsey Stanford	Chairperson Deputy Chairperson Secretary Head teacher Deputy Treasurer Treasurer Deputy Secretary
Apologies	Amy Laker	

	ACTION
<p><b>ITEM 1. CHAIRS WELCOME</b></p> <p>1. Ellie opened the meeting by thanking all in attendance and gave an introduction about the PTA for new faces.</p> <p><b>ITEM 2. APOLOGIES</b></p> <p>2. All apologies received were given.</p> <p><b>ITEM 3. MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p>3. Minutes from the last AGM (28.9.16) were shared and agreed.</p> <p><b>ITEM 4. TREASURERS REPORT (SM)</b></p> <p>4. Bank balance of £3,341 to start the academic year.</p> <p>4.1 Money raised in 16/17 - £5,950 and Money spent in 16/17 - £4,461</p> <p>Susie shared details of the money in/out and the expenditure record will be uploaded to the website. <b>Holly</b> to action.</p> <p><b>ITEM 5. TRUSTEES REPORT (EC)</b></p> <p>5. Ellie shared a report on behalf of the trustees with an overview of the past 12 months. Topics included:</p> <p style="padding-left: 20px;">a) New processes and protocols adopted</p>	<p><b>HB</b></p>

<ul style="list-style-type: none"> <li>b) Funded</li> <li>c) Events</li> <li>d) Promotion of the PTA</li> <li>e) Future direction</li> </ul>	
<p>The full report will be uploaded to the website. <b>Holly</b> to action.</p>	<b>HB</b>
<b>ITEM 6. ELECTION OF COMMITTEE (TRUSTEES)</b>	
6. Chair	
<p>#applicants – 2 (Caroline Dainty and Julie Bustard) Vote taken and Caroline was elected.</p>	
6.1 Secretary	
<p>#applicants – 1 (Holly Bateson) Holly was elected.</p>	
6.2 Deputy Secretary	
<p>#applicants – 1 (Lyndsey Stanford) Lyndsey was elected.</p>	
6.3 Deputy Chair	
<p>#applicants – 2 (Julie Bustard and Jon Purchase) Vote taken and Jon was elected.</p>	
6.4 Treasurer	
<p>#applicants – 1 (Leanne Minns) Leanne was elected.</p>	
6.5 Deputy Treasurer	
<p>#applicants – 1 (Susie Mackay) Susie was elected.</p>	
6.6 <b>Holly</b> to update details on the website.	
<b>ITEM 7. APPOINTMENT OF INDEPENDENT EXAMINER OF ACCOUNTS</b>	
7. Independent examiner arranged through OC PSF (Joan). The accounts have been reviewed this year by Martin Bull, OC Finance. Martin said the books were in good shape and he has made some suggestions which <b>Ellie</b> will share with the Treasurer ahead of the next meeting.	
An individual from PSF will be nominated, via OC PSF, for this year closer to the time.	
<b>ITEM 8. AOB</b>	
8. Steph thanked Ellie on behalf of the PTA for her contribution to the committee in the role as Chair.	
8.1 There was no other business.	
8.2 The AGM closed at 8:20pm.	
	<b>HB</b>
	<b>EC</b>

Minutes written by:

*Holly Bateson*

Secretary