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| **Title of meeting:** | Grenoside PTA Annual General Meeting (AGM) |
| **Meeting Location:** | Meeting Room - School |
| **Date of meeting:** | Thursday 21 May 2015 – 7:00pm |
| **Chair:** | Julie Justice |
| **Minute/Note Taker:** | Emma Bostwick |

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| **Present:** | |
| **Name** | |
| Julie Justice (JJ) | Elizabeth Towning (ET) |
| Bhu Sood (BS) | Helen Hale (HH) |
| Nina Burton (NB) | Joanna Wright (JW) |
| Claire Smith (CS) | Elizabeth Mansell (EM) |
| Catherin Hughes (CH) | Emma Bostwick (EB) |
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| **Apologies:** | |
| **Name** |  |
| Matt Doubleday (MD) | Aimi Sawyer (AS) |
| Pamela Smith (PS) | Lisa Birkett (LB) |
| Kate Allen (KA) |  |
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| **Item No.** | **Details** | **Actions** | **Action Owner** | **Completion Date** |
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| 1. | **Apologies**  Matt Doubleday; Lisa Birkett; Kate Allen; Pamela Smith and Aimi Sawyer |  |  |  |
| 2. | **Minutes of last AGM meeting (14 May 2014) and matters arising**  Reviewed and agreed they are of true record   * Annual return complete and updated on Charity Commission website * No independent examiner was appointed * Signatories on bank account changed * Constitution was changed and updated on Charity Commission website |  |  |  |
| 3. | **Chair’s Report**  JJ presented her report, which included:   * Introduction of the PTA * What has happened this year- events and donations * What we have planned for this coming year * Thank you to everyone who has contributed   To read the full report see attached |  |  |  |
| 4. | **Treasurers report**  BS presented his report, which included:   * Monies we have raised * Monies we have spent * Monies in bank account   To read the full report see attached |  |  |  |
| 5. | **Appointment of an independent examiner**.  Alison Warner was nominated to be this year’s independent examiner by BS and was seconded by JJ |  |  |  |
| 6. | **Election of officer posts; new committee members and resignations**.  In our constitution every year we have to elect the officer’s posts, no one had volunteered their name therefore all current officers were willing to continue:   * the current chair Julie Justice was nominated by BS and seconded by EB * the current Vice Chair, Claire Smith was nominated by JJ and seconded by CH * the current Treasurer, Bhu Sood was nominated by EM and seconded by JJ * the current Secretary ,Emma Bostwick was nominated by CS and seconded by CH   **New Committee Members**  Helen Hale – nominated by EM and seconded by JW  Aimi Sawyer – nominated by BS and seconded by JJ  **Resignations**  Matt Doubleday has handed in his resignation. JJ expressed her thanks for all his support. |  |  |  |
| 7. | **Constitution**  It was suggested that a separate meeting be held to discuss the current constitution and to approve changes. | BS is to email the Constitution to all committee members for ideas and feedback. | BS |  |
| 8. | **Any Other Business**  **Website** – CS to link all photos of student activities to school website, facebook pages, twitter etc. Date to launch the schools website for parental and public viewing to be confirmed  **Sports Day** – NB to finalise all arrangements regarding times, layout and refreshments etc**.** | CS to link photos to all our media communication | CS |  |
| 9. | **Dates for the following years meetings**  **AGM Meeting –** Proposed date to be held during the last half term, June 2016 – to be confirmed.  **PTA Meeting –** JJ to email all members with proposed dates for the following academic year. | JJ to collate responses for dates new year. | JJ |  |
| 10. | **Close of Business**  Meeting was closed |  |  |  |