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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
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| 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 JWAimi 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 |  |  |  |