

**Beecroft Academy
Parent Teacher Association
Registered Charity No. 1162208**

ANNUAL GENERAL MEETING

3rd February 2017 - 9.30am

MINUTES

Present: Maxine Boyle, Rachel Whitelock, Karen Mitchamson, Karen Boon, Shaida Islam.

Apologies: Lisa Dalton, Katie Walmsley-Slater, Sam Hart, Veronica Reavey, Suzanne Mekota

Current Officers:	Chair	Maxine Boyle
	Secretary	Rachel Whitelock
	Treasurer	Veronica Reavey

- 1. Last years AGM minutes approved and signed**
- 2. Chair person's annual report – see attached**
- 3. Treasurer's annual report – see attached**
- 4. Matters arising from annual reports - None**
- 5. Charity Commission** – Accounts need to be uploaded to the Charity Commission website every year and are due by June 2017. Our accounts are being audited on 7/2/17 and will then be entered once signed off. The names of the Chair, Secretary and Treasurer must be displayed on the Charity Commission website, alongside the address and contact details of the school.
- 6. Election of Officers**

A letter and nomination form for Committee positions was sent out to all parents. No nominations were received back and no one within the existing committee expressed an interest to stand for any of the positions.

Rachel Whitelock proposed that Maxine Boyle remain as Chair Person, this was seconded by Karen Boon and unanimously agreed. Maxine Boyle proposed Rachel Whitelock remain as Secretary, this was seconded by Karen Mitchamson and unanimously agreed. Maxine Boyle proposed Veronica Reavey remain as Treasurer, this was seconded by Rachel Whitelock and unanimously agreed.

Officers for this year 2016/2017 are as follows:

Chair	Maxine Boyle
Secretary	Rachel Whitelock
Treasurer	Veronica Reavey
- 7. Bank Account** – New signatories are needed on the bank account as the current signatories are no longer active PTA members. One of the new signatories can then apply for a debit card on the account, to avoid the continual need for the PTA to pay for goods from their own pocket. Karen Boon, Karen Mitchamson and Rachel Whitelock are all happy to take this role on.
- 8. Update on spending** – A further £2500 was donated to the school as a second donation towards Phase 1 of the playground equipment. This leaves £2500 left to pay. A request was submitted by Miss le Boutillier for a contribution of £100 towards the cost of a new shed (the rest being paid for by the school). It was unanimously approved.
- 9. AOB** – A policy will be put in place that refunds will not be given by the PTA, except in the case where the PTA has to cancel an event, or in extreme exceptional circumstances. This is due to the costs involved in preparing the event. It will be added to all future correspondence. It was agreed that we will renew our membership to PTA UK each year as it covers us for insurance purposes and is a useful tool when planning events.

Next meeting: TBC