

## THE KSHS PTA 2024 ANNUAL GENERAL MEETING MINUTES

**DATE : MONDAY 30TH SEPTEMBER 2024 @7PM IN SCHOOL CONFERENCE ROOM**

- **Introductions** - KF welcomed new member Rachael Edgar and introductions were made by the existing PTA members
- **Present** - KF, JP, BO, RG, KL, RE and JA (on teams)
- **Apologies** - WM, AC, SG
- **Minutes of the 2023 AGM were read and approved by KF and seconded by JP**  
**No matters arising**
- **Secretary's Report** - To be submitted later
- **Treasurer's Report** - BO informed all that she was still having issues with the bank in relation to online banking. We are not up to date with the Charity Commission and the bank will not release funds until this is done. She cannot update with the Charity Commission as she does not have the latest bank statements. She has moved house and the bank statements have been posted to her previous address. She will arrange collection. We discussed the possibility of moving to another bank and various banks were named but BO would continue with Natwest for the time being.

BO confirmed that we had £4,307.54 in the Business Reserve Account. She advised that this figure may be slightly different due to the latest bank statements not being available

KF pointed out that we still have £2,500 to come off that amount for the visual equipment bought for the hall

BO advised that we need to appoint a new signatory for the banking as BF is still on the account and it is becoming more and more difficult to obtain her signature to cheques etc

- **Chair's Report** - was read by KF - see attached
- **Headteacher's Report** - To be submitted later
- **Election of Officers and Committee for 2024/25** - KF mentioned that she took on the role as Chair on a temporary basis but unfortunately there were no alternatives for now due to the lack of committee members.  
Election of Officers and Committee agreed - see below
- **AOB** - None

### **Officers and Committee elected**

**Chair** - KF - RG nominated/KL seconded

**Secretary** - KL - RG nominated/KF seconded

**Treasurer** - BO - RG nominated/KF seconded

**Gift Aid Co-ordinator** - AS (husband of KF)

**100 Club Co-ordinator** - BO - KF nominated/RG seconded

**Governor's Representative** - JP - KF nominated/RG seconded

Discussing the possibility of finding other teaching representatives but concluded there were none likely to be able to join the PTA at this time.

In accordance with the Branch Constitution, only members present at the AGM are eligible to vote. These elected officers work together as a team to ensure a smooth management of the PTA. They rely on continuing support of all parents and staff for our increasing success.  
Meeting concluded at 7.18pm

**KL**

KSHS PTA Secretary