

THE KSHS PTA 2023 ANNUAL GENERAL MEETING MINUTES

DATE: MONDAY 25 SEPTEMBER 2023 AT 7.00PM IN SCHOOL MEETING ROOM

- **Introductions** – BF welcomed 3 new members (RM, SG, KL) to the AGM and the PTA and introductions were made.
- **Present** – BF, KF, JP, BO, CSD, JA, WMc, RM, SG, KL.
- **Apologies** – AC, LT.
- **Minutes of the last AGM September 2022** – Were read and approved:
 - Proposed KF.
 - Seconded BO.
 - Signed by BF and CSD.
 - Matters arising from these minutes - None
- **Secretary's report** (CSD) – Secretary's report was read - see attached.
- **Treasurer's report** (BO) – BO confirmed that Natwest Bank had provided the last 4 years of paper statements which would allow the accounts to be checked. Balances would be provided prior to the next meeting. KF also confirmed, on behalf of the Gift Aid Co-ordinator (AS), that Gift Aid can be claimed and back-dated for up to 3 years which would result in the PTA being able to claim back a significant amount of money, possibly in the region of £1200. It was thought that up to circa £25 can be claimed per donation for items that are donated for free. KF to discuss with AS to check statements from Jan 19 onwards. **BO/KF/AS**.
- **Chair's report** (BF) was read – see attached.
- **Headteacher's report** (TBC) – not submitted.
- **Approval of accounts** (BO) – not yet done as paperwork only just received from Natwest Bank.
- **Election of Officers and Committee for 2023/24** - There was discussion regarding the need for a co-Chair to assist the Chair to help share workload or for the role of Chair to be rotated. RM volunteered to act as co-Chair. Election of Officers and Committee agreed, see below.
- **Any other business concerning the AGM** – None.

Officers and Committee elected 'en bloc'

Chair – KF

Co-Chair - RG

Secretary – CSD

Treasurer – BO

Gift Aid Co-ordinator – AS (c/o KF)

100 Club Co-ordinator – BO

Governor's representative – JP

Proposed WMc, seconded JA.

It was agreed that the PTA would seek new Teacher's Representative(s) to join the PTA. **KF**.

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.

CSD

KSHS PTA Secretary