**PTA AGM Meeting Minutes**

**Thursday 23rd January 2020 at 7.45pm**

**The Staffroom @ Holy Trinity School – Cuckfield**

|  |  |
| --- | --- |
| **No.** | **Agenda Item & Notes** |
|  | **Welcome, note attendance and apologies**  In attendance: Laura Dillon, Ann MacGregor, Jen Plenty, Laura Henger, Ailsa Body, Christa Bakker, Caroline Dawes, Shona Wells, Rachel Haffenden, Emma Saunders, Kathrine Field, Jo De Bry.  Apologies: Sarah Raison, Lindsay Smith, Karen Ford, |
|  | **Approve the minutes of the last meeting – Thursday 14th November 2019**  These were **approved** as an accurate record. |
|  | **Co-Chairs’ Report**  Amy and Jen welcomed everyone to the meeting and extended their thanks to the following:   * Ailsa for all her hard work with organising the Christmas cards, as well as all the PTA’s accounting. * Lindsay, Caroline and Shona for their Vice Chair years, and organising the café, and sports races and that we are also losing Shona as Vice Chair too. * Laura D for support and advice on the PTA team. * Laura H and Carrie for their hard work and organising the Mayor’s Procession again in 2019 with another successful win. * Jess B and Clare L for organising the Christmas shopping day and are more than happy to run this again this year. * Grounds team and Forest team for looking after everything and looking forward to the new developments coming for the year ahead. * Class reps for their valued support for their communications and sending on links and reminders as well as organising their cake sales. |
|  | **Treasurer’s Report**  Ailsa reported that the accounts have all been audited, and a total of £27000 was raised last year, which has been the most raised ever.  Most of the money has been allocated with approximately £1500 unallocated. |
|  | **Head Teacher’s Report**  Ann is so proud to have such an active PTA team and thanked everyone for their time and commitment to the PTA and how we have given the children at Holy Trinity experiences in which most children don’t have.  We now have over 400 children in the school, and how the newsletter is now up on the school’s website.  The Saturday Christmas fair was a big success and went down well due to the Saturday day change, and how the recent Film Nights were very well organised and went down very well considering there was over 200 children that attended across the 2 nights.  In general, a massive thank you for everything. |
|  | **Election of Committee/Trustees**  Chair – Jen Plenty and Amy Hayden  Treasurer – Ailsa Body and new Co Treasurer Laura Dunbar  Secretary – Rachel Haffenden  Vice Chair – Jo De Bry and Katherine Field  PTA/Governor Adviser – Laura Henger (a well-deserved new role created)  Trustees – to be emailed out to confirm/unconfirm if the wish to remain on the committee as well as add the new trustees. |
|  | **Allocation of Roles 2020**  Classlist Communication – Katherine & Jo  Newsletter – Amy & Jen  Second-Hand Uniform – Laura H  Christmas Cards – Ailsa  Christmas Shopping – Clare Lawrence  Film Nights – Katherine & Jo  Christmas & Summer Fair – Jen & Amy  Raffle Prize Sourcing – Rachel Haffenden  Class Reps – In place until July 2020 |
|  | **PTA Constitution**  Ailsa has advised that this doesn’t really need to be changed, and just simplified and bullet point of the main highlights of the constitution. |
|  | **AOB**  N/A |
|  | **Date of Next Meeting**  TBA |