

**Minutes of Annual General Meeting
Castle Hill PTA (Friends)**

Wednesday 28th September 2017

3:15 – 4pm, year 1 classroom, Castle Hill Primary School

Present: Heidi Mullins, Sam Criddle, Julie Barber, Angela Richards, Gillian Wright, Rory Haynes, Claire Bailey

Apologies: Deena Reed, Dawn Aldridge, Emma Pedley

1. Review minutes from last AGM, update on actions:
 - Support strategy outlined with the school during a meeting with Su Broadhurst, Julie Barber, Sam Criddle and Rory Haynes at the end of last year.
 - Name changed to PTA, logo was designed by Cuba Ashton and school supported the 'Head for a Day' prize.
 - The suggestion to engage parents with a questionnaire about events they would welcome was deemed too difficult last year, due to the lack of PTA support. It was felt that any additional changes last year would have been too much for the committee to handle. It is possible we will revisit this idea in the Spring time.
 - We looked at Classlist, however it was felt again, that with the current lack of support within the PTA, it was easier to keep the Facebook page updated. Also, the new look newsletter seems to be a good way to communicate PTA news with parents.
 - The idea that there are year group representatives to take more ownership for events and to give the parents in each class a known contact was sadly not pursued, as it is agreed that we cannot make this compulsory for parents and thus we cannot ensure a sufficient coverage across the school. It is hoped to be something we can expand on in the future.
2. Chairs Report - read by Julie Barber.
3. Treasurer's Report - copy passed out and explained by Rory Haynes. Duties of Secretary and Treasurer have been shared by Rory and Sam.
4. Accounts -checked by independent examiner and agreed to use the same again next year.
5. Resignation and Election of Committee Members:
 - Julie Barber stayed on as Chair (Nominated by Rory Haynes, seconded by Heidi Mullins)
 - Sam Criddle stayed on as Treasurer (Nominated by Julie Barber, seconded by Rory Haynes)
 - Rory Haynes elected as Secretary (nominated by Sam Criddle, seconded by Julie Barber)
 - Vice Chair is now a vacant position, given that Rory has stepped into the role of Secretary.

6. AOB

- GW requested email details of committee members, RH actioned during the meeting.
- Discussed best locations and timings of meetings. It was agreed that we can't please everyone, however perhaps we could alternate between afternoon (after school slot 3:15-4pm) and an evening slot (after 7pm).
- Clarification on legalities of location of meeting to be determined (Cross Hands / public place etc) SC to find out and report back.
- Events expected for the year are as follows:
 - Xmas Card workshop 6th October 2017
 - Quiz Night 13th October 2017
 - School Disco 10th November 2017
 - Xmas Fayre 8th December 2017
 - School Disco, Date TBC, February 2018
 - Easter film event, 2pm – 4pm, Thursday 29th March 2018
 - Summer Fayre, Saturday 9th June

7. Next meeting to be held 7:30pm Wednesday 15th November, venue TBC – possibly subject to change, but will be included in the nearest newsletter.