

Winwick C.E. Primary School PTFA AGM

PTFA ANNUAL GENERAL MEETING (AGM) AGENDA

19:30, 7th October 2019 19:30, School Hall

PRESENTING ATTENDEES

Mrs Dymond	Headteacher
Roxy Williams	PTFA Chair
Katie Mitchell	PTFA Treasurer
Sarah Browning	PTFA Secretary

AGENDA

1. **Introduction (Mrs Dymond)** 5-10 mins
 - Apologies
 - Welcome and PTFA overview
 - **School Values**
 - Respect** *We listen to everyone equally*
 - Friendship** *We are kind and look after each other*
 - Perseverance** *To keep going and support each other in all things*
 - Meeting Ground Rules**
 - "Listen with an open mind"* *"Respect each other's' ideas"*
 - "Let everyone participate"* *"Stay on point and on time"*
 - Key £ targets / budgets
 - Target projects for school
2. **Review last AGM 2018-19 Minutes (Roxy Williams)** 5 mins
 - Joanne Hornsby stood down as Chair and Roxy Williams was voted in as new Chair
 - Mau Roy remained as Secretary
 - Karen France remained as Treasurer
 - Thanks were given to the previous Committee and upcoming dates and events were discussed
3. **Chair Report (Roxy Williams)** 5 mins
 - Review 2018-19 including target projects and projects completed.
 - Upcoming dates and events. Key events include Autumn event, Christmas event, Spring event, Summer event.
 - What were the monies raised used for 2018-19?
4. **Finance Report (Katie Mitchell)** 5 mins
 - Review 2018-19 incomings by event
 - Review 2018-19 expenses
 - "Winners" and "losers" £ return and other non-financial returns
 - Total £ summary

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- 5. Secretary's Report (Sarah Browning) 5 mins**
- Communication & planning
 - Volunteer database
 - PTFA Handbook / How To
 - Protocols, Codes of Conduct, confidentiality, information sharing
- 6. Election of Committee (Mrs Dymond) 10-15 mins**
- Individuals to express their interest to stand for a Committee role to the Secretary before the AGM, otherwise during the AGM
 - Committee roles to elect;
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
 - Marketing Communications
 - Governor Link
 - Community Link
- 7. Termly meeting dates (Sarah Browning) 5 mins**
- To be scheduled in advance of each big (seasonal) event
 - Early October prior to Autumn and Christmas events
 - Early in January prior to Spring event
 - End of spring prior to Summer event
- 8. Next AGM Date**
- Monday 14th September 2020 19.30