# **West Ashton Primary School** POWA - Reg Charity - 1137442

## **Annual General Meeting**

## Thursday 20th October 2016 In School Hall

## **MINUTES**

#### **Present**

Mari Webster (Chair) MW Ruth Heywood (Secretary) RH Donna Turnbull (Committee Member) DT Jenny Pritchard (Committee Member) JP Jo Squires (Committee Member) JS Vicky Metcalfe (Committee Member) VMet Chris Bath Colette J-Young

Hannah Anderson (staff) Lise MacDermott Mark Perry (staff) Sam Gooderson

### **Apologies**

Matt Heywood

Nadine Flaun

Felicity Bath (Vice Chair) FB Vicky Montacute (Treasurer) VMon Cara Williams (Committee Member) CW Emma Lewis (Committee Member) EL Sarah Morris (Committee Member) SM Nina Jeffries (Acting Head) NJ Amanda Le Grys Charlie Williams Jon Williams Linsa Hobbs

**Notes** Action ltem Welcome and apologies

	Meeting opened 3:19pm MW chaired the meeting and welcomed everyone and thanked everyone for attending. Apologies received from those listed above.	
	Quorum was not met so it was agreed by all present that minutes will be sent via parentmail and to all staff. Any decisions made will need to be queried within 14 days of minutes being sent or will be assumed to be agreed by all members not present. RH to ensure this happens.	RH
2	Minutes of last AGM - 14 <sup>th</sup> October 2015  Minutes from the last AGM were agreed and signed and dated by MW.  Matters arising  AOB - Name change - the idea of changing the name of POWA was raised last year and has been discussed at various committee meetings during the past year (2015/2016). No action has been taken yet due to other changes already taking place within the school.	
3	Chair's Report for 2015/2016 Please see separate sheet attached.	

4	Treasurer's Report for year ending 31 <sup>st</sup> August 2015 Please see separate sheet attached. Accounts were approved by 6 committee members present (MW, RH, DM, VMet, JS, JP).	
5	Appointment of an independent Examiner of Accounts for year ending 31st August 2017  Mrs Christine Metcalfe was nominated, seconded and appointed.  VMon to ensure accounts are audited by Mrs Metcalfe.	VMon
6	Election of Officers and Trustees of the Committee The constitution states that all Officers and Committee Members are re-elected annually. All Officers and Committee Members therefore resigned their positions. MW invited nominations for new Officers and Committee Members.	
	<ul> <li>Chair - MW was nominated for the role of Chair, seconded and appointed. MW accepted the role.</li> <li>Vice Chair - FB was nominated for the role of Vice Chair, seconded and appointed. FB accepted the role by proxy.</li> <li>Secretary - RH was nominated for the role of Secretary, seconded and appointed. RH accepted the role.</li> <li>Treasurer - VMon was nominated for the role of Treasurer, seconded and appointed. VMon accepted the role by proxy.</li> <li>Committee Members - JS, VMet and DT were nominated as committee members, seconded and appointed. All accepted their roles. CW was also nominated as a committee member, seconded and appointed. CW accepted the role by proxy.</li> <li>Committee Volunteers - Lise MacDermott, JP, Sam Gooderson and Colette J-Young agreed to be committee volunteers.</li> </ul>	
7	Special Business Proposal to change PTA to Friends Association It was proposed that POWA should change the constitution to be considered a Friends Association, rather than a Parent Teacher Association in order to promote inclusivity of the whole school community (parents, grandparents, carers, staff etc). All present agreed to change the constitution in this way. It was also agreed to postpone changing the name of the organisation until academisation has taken place.	
8	Painting smocks - Lise MacDermott requested that POWA consider funding class sets of painting smocks. It was agreed to consider this at the next committee meeting. RH to add to agenda.  Uniform sales - VMet expressed concerns that people are not taking full advantage of second hand uniform sales. It was agreed to make all parents and carers aware that they can request items via the school office or from VMet, but second hand sales will not be held this year. VMet agreed to continue as the point of contact for second hand uniform. VMet to prepare a stock list for circulation. RH to ensure parents/carers are notified via the school newsletter and POWA Facebook page.	RH VMet, RH

	Upcoming fundraising - RH reminded all present that 21st Oct is Think Pink Day in aid of the RUH Breast Cancer Unit and that a Rags2Riches4Schools collection has been organised for 4th Nov.  Performance DVDs - DT expressed concerns that recordings of performances from last year (Nativity and KS2 performances) have not been made available to parents. MW to contact NJ to see if recordings still exist and agree whether the school or POWA will make these available to parents.  Christmas events - MW expressed the need to consider options for Christmas events before the next committee meeting. If a Movie Night is to be held then we will need to investigate licencing. NJ has requested that a Christmas Fair be held. It was suggested this could be linked to Christingle as in previous years. MW to discuss with NJ. RH to request other ideas and/or volunteers for Christmas events ahead of the next committee meeting.	MW RH
9	Date of next committee meeting Next meeting to be held Thurs 24 <sup>th</sup> Nov at 8:00pm in the Red Admiral. All very welcome.	
10	Close of meeting Meeting closed at 3.52pm	