

ANNUAL GENERAL MEETING

Meadlands Primary School, Parent Teacher Association
Registered Charity Number 1111542

Thursday 18th April, 2024, 20:00, Meadlands School

Minutes (web-version excludes attendees full names)

Attending (online and in person): Christina Powell, Justine Cottle, Viktoria Bonta, TG, RW-W, SJR, JCh, JD, JW, BC

Apologies: PK, KS, TMa, MB, CW

Record of Discussion	Actions
Ordinary Business	
<p>1. Opening of the Meeting: The 2023-4 Chair attended online and delegated to Justine Cottle to chair the meeting.</p> <p>JC outlined that the AGM is a formal governance meeting, required as Meadlands United is a registered charity. JC briefly outlined the agenda and advised that general PTFA matters, such as future events and fund-raising would be discussed in other forums.</p> <p>Apologies for Absence: See list above.</p> <p>Quorate: 10 attendees. AGM is quorate.</p> <p>Minute-takers introduction: The 2023-4 Secretary, Justine Cottle, agreed to write up the minutes.</p>	
<p>2. Chairs Report</p> <p>Justine Cottle, 2023-4 Secretary, provided a verbal summary of the Chair's report. Report will be disseminated by Parentmail after the meeting.</p> <p>The objective of Meadlands United PTFA is to advance the education of pupils in the school by:</p> <ol style="list-style-type: none">1. Developing effective relationships between the staff, parents and others associated with the school.2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils <p>During 2023-4 the MUC delivered a range of events, detailed in the report, including fairs, sales and community events.</p>	

<p>Thanks to the generosity of the community the MUC has been able to provide arts and sports resources for the school, detailed in the finance report.</p> <p>Grateful thanks to the committee members, MUC members and wider community for their support.</p> <p>All committee posts must be vacated and elections held.</p> <p>When the new committee is in post the MUC will be keen to work with old and new volunteers to continue building our community.</p>	
<p>3. Financial Update / Treasurers Report</p> <p>Verbal summary of the financial report provided by Viktoria Bonta, 2023-4 Co-Chair. Report will be disseminated by Parentmail after the meeting.</p> <ol style="list-style-type: none"> 1. Opening balance of Meadlands United PTFA's account: £3,000 2. Total amount of money raised (less costs) this period: £6,270.09 Breakdown of funds by event available in the financial report. More detailed breakdown available on request. 3. Funds were spent on 3 main donations: £100 art drying rack £150 workshop contribution £6,937.30 outdoor gym equipment (to be installed in April) 4. These purchases are in line with our charitable objectives of providing equipment and activities to support the school and enhance the education of its pupils as set out in our constitution. The outdoor gym was an item on the school's wishlist for many years and the Junior Leaders have been closely involved in decision-making. MsW advised that the children will be informed on 19.04.2024. Thank you to all MU supporters for their generous donations over the year. 5. An independent examiner, John Cannon, will be appointed at the end of our financial year (31.07.2024) to examine MU accounts. 6. Current bank balance: £2,022,79 + £60 float 	
<p>4. Election of Officers and Trustees of the Committee</p> <p><u>Record of Votes</u> Zero nominations were received prior to the meeting.</p> <p>Nominations invited in person.</p> <ul style="list-style-type: none"> ● Christina Powell nominated themselves as Chair. Seconded by SJ Roberts. Elected unanimously. No objections or abstentions. ● No nominations received for Secretary. 	<p>Update</p>

<ul style="list-style-type: none"> • Viktoria Bonta nominated themselves as Treasurer. Seconded by Barbara Chomiuk. Elected unanimously. No objections or abstentions. <p>V.Bonta advised that Parentkind recommends 3 Trustees but that 2 is the constitutional minimum. The group discussed the need for a larger committee to ensure fund-raising and community events can be delivered. The group noted that there is a committed group of volunteers in the MUC Whats App group. Ms Wreford suggested that the reception and nursery parents joining next year may be willing to join the committee.</p> <ul style="list-style-type: none"> • Juliette Chronell offered to be a co-opted member without office to support with organising events for a temporary period. The meeting agreed to co-opt Juliette Chronell onto the committee. • Justine Cottle said she would be willing to provide administrative support as a co-opted member whilst a broader committee is recruited. The meeting agreed to co-opt Justine Cottle onto the committee for a short period to support transition. 	Trustees details with Charity Commission as necessary
<u>Any Other Business</u>	
<p style="text-align: center;">7. AoB</p> <ul style="list-style-type: none"> • JW said she was interested in the Chair’s Report list of potential future events and was supportive of the idea of a Meadlands community quiz night and offered to be quiz master. • School office team have requested allocated support to manage second hand uniform sales. JD and BC volunteered to lead on second hand uniform sales on behalf of the MUC PTFA. • BC shared additional fund-raising ideas: polaroid photos. To be discussed at the next fund-raising meeting/events planning meeting. <p style="text-align: center;">8. Close of business</p> <p>Thanks were extended to all the attendees for their support this evening and throughout the year.</p>	
Meeting closed: 20.32pm	