

EXTRAORDINARY GENERAL MEETING

Meadlands Primary School, Parent Teacher Association
Registered Charity Number 111542

DATE: Friday 26th September, 2025 19:00, Meadlands School

Minutes (web-version)

Attending in person: Christina Powell, Justine Cottle, Viktoria Bonta, Katie Schulkes, Louise Greathead, Katherine Brown, JD, BB, PK, Victoria Adams, TB, MC, RRP, GM, SC

Online: HD, LB, CW, KP (joined part-way through the meeting)

Apologies: EE, MB, VR

Record of Discussion	Actions
<u>Ordinary Business</u>	
<p>1. Opening of the Meeting: Chair welcomed attendees in the room and online and introduced the existing committee.</p> <p>Chair noted that a motion to call this Extraordinary General Meeting (EGM) was passed at the Annual General Meeting (AGM) on the 27th June, 2025 because no nominations were received for the committee.</p> <p>The Chair described the purpose of this EGM as being to elect a new committee for Meadlands United Parent, Teachers, Friends Association.</p> <p>Quorate: There were 19 attendees (face to face and online) which means that the EGM is quorate.</p> <p>Minute-takers introduction: The 2024-5 Secretary (co-opted), Justine Cottle, took minutes.</p>	
<p>2. Election of Officers and Trustees of the Committee</p> <p>The Chair explained that the elected committee have the power to co-opt members should they deem it necessary to enlist members with particular skills. The elected committee also has the power to create and delegate tasks to sub-committees. However, the elected Trustees will still be legally responsible for the actions of these sub-committees and make final decisions on major matters and resources.</p> <p>The following nominations were received in writing prior to this EGM:</p>	

- Katherine Brown nominated themselves as Chair; seconded by Christina Powell. Chair called a vote. All votes cast in favour. No votes against. No abstentions. Katherine Brown was unanimously elected as Chair.
- Louise Greathead nominated themselves as Secretary; seconded by Christina Powell. Chair called a vote. All votes cast in favour. No votes against. No abstentions. Louise Greathead was unanimously elected as Secretary.
- Terri Lam nominated themselves as Co-Treasurer; seconded by Christina Powell. Chair called a vote. All votes cast in favour. No votes against. No abstentions. Terri Lam was unanimously elected as Co-treasurer.
- Victoria Adams nominated themselves as Co-Treasurer; seconded by Christina Powell. Chair called a vote. All votes cast in favour. No votes against. No abstentions. Victoria Adams was unanimously elected as Co-treasurer.
- Viktoria Bonta nominated themselves as an ordinary committee member; seconded by Katie Schulkes. Chair called a vote. All votes cast in favour. No votes against. No abstentions. Viktoria Bonta was unanimously elected as an ordinary committee member.

The Chair congratulated the newly elected committee for Meadlands United and wished them a successful and fun term of office.


3. Any other business

The Chair noted that the MU bank account is a NatWest Bankline Community Bank Account and proposed the following motion:

The newly elected committee members have been authorised to update the mandate and become the new authorised signatories.

Chair called a vote. All votes cast were in favour of the motion. This motion was unanimously passed.

Meeting closed: 19:17pm

 VICTORIA ADAMS
Co-Treasurer

A. Bonta VIKTORIA BONTA
ORDINARY COMMITTEE MEMBER