

St Thomas More Parent; Teacher and Friends Association

Minutes of the ANNUAL GENERAL MEETING held online on Tuesday 6th July 2021 at 9:30am

In Attendance: Mr Asoh; Miss Cook; Miss Downs; Mr Harrop; Mrs C Johnson;
Miss J Johnson; Mrs McNally; Mrs Robson; Mr Shaw, St Thomas More VCA
(in the chair)

Clerk: Mrs Braithwaite, St Thomas More VCA

Apologies: Apologies were received from Mrs Leech and Miss Quinn

1] INTRODUCTION. Mr Shaw opened the meeting and thanked attendees for their support of the AGM which he explained had been organised in line with ParentKind guidance. Mr Shaw further explained the purpose of ParentKind – to support emerging and established Parent Teacher Associations – and that the benefits of subscription including Public Liability Insurance and access to a wealth of member-only resources had been secured by the school.

Mr Shaw shared his ambition for an Association to support the school to deliver events; fundraising opportunities and resources to enhance the school experience for all STM VCA children.

2] GROUP TYPE. A discussion took place around the membership of the Association. To maximise inclusivity, a recommendation to launch the Association as a PTFA was unanimously agreed with the name 'St Thomas More PTFA'.

3] CONSTITUTION. Mr Shaw referenced the ParentKind model constitution circulated previously and the importance of the PTFA adopting a set of rules and procedures to govern the Association. He additionally explained that in conjunction with the minutes of the initial AGM, an adopted and robust constitution would be essential documents to satisfy the account opening protocols within any financial institution.

It was unanimously agreed to adopt the ParentKind model constitution without amendment.

4] ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE. Seconded nominations for Officer and Member positions were tabled and considered. Further nominations were invited by Mr Shaw to fill key positions with due regard given for the need to remain quorum at a future meeting when the number of members present must be at least twice the number of committee members in office at the previous meeting.

Nominations were seconded and unanimously elected into the following roles: Chair – Mrs Robson; Vice-chair and Secretary – Mrs Leech; Treasurer – Mr Harrop; Ordinary Member – Miss Quinn.

The elected officers noted that by default, everyone in the school community was a member of the PFTA by association.

Mrs Robson resumed the chair from Mr Shaw.

5] **BANK ACCOUNT AND SIGNATORIES.** It was acknowledged that the PFTA committee would pursue account opening at a financial institution of their choice having evaluated account offers and associated handling fees.

6] **SOCIAL AND FUNDRAISING EVENTS.** There was a short discussion on possible options for a kick-starter fundraising event and Mr Shaw suggested a 'welcome back' school disco for early September 2021. To secure diary dates for this event and other PFTA initiatives, Mr Shaw and Mrs Robson agreed to meet before the end of the term to align diaries.

It was additionally suggested that the PFTA could organise 'first day at school' bags for parents of school-starting and new nursery children in September 2021. These would include token items (e.g. pack of tissues; tea bag; 'welcome' message etc.) as a gesture of support and empathy on what is often a very emotional day for parents.

Until PTFA activity generated income Mrs Robson queried the availability of start-up funds available from the school. Mr Shaw explained that commission earned from school photography had been allocated for PTFA activity and would be made available immediately.

7] ANY OTHER BUSINESS. Mr Shaw offered the services of the school to support the newly-formed PTFA members to promote and communicate PTFA activity.

It was anticipated that the committee would make their own introductions to engage the school community to seek support; publish their plans and contact information.

8] DATE OF NEXT MEETING. It was resolved that in the first instance, Committee Meetings would take place monthly. The date of the next meeting was arranged to take place online at 8pm, Tuesday 14th September 2021.

Mr Shaw offered his availability to attend Committee Meetings as required by the Committee.

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Chair's Signature