



The Pate's Grammar School Parents' Association Annual General Meeting 2019

Meeting held at 7pm Wednesday 9th October 2019 in the Art Gallery

Present:

Alex Collishaw (AC)	Debbie Snell	Louise Hutchinson
Anna Macey Michael (AM)	Eleanor Fea (EF)	Tabitha Gilchrist (TG)
Anne Daly (AD)	Graham Palmer (GP)	Vicky Hewett
Alison Everest	Jem Maynard-Watts	Malgorzata Kula (MK)
Becca Flaxman	Karen Jones	Sarah Cartright (SC)
Bronwyn Syiek (BS)	Linda Arthur (LA)	Stephen Locke (SL)
Carolyn Hopper (CH)	Louisa Coley (LC)	

1.0 Welcome

- 1.1 CH welcomed everyone to the 2019 PGSPA AGM. It was noted that sufficient voting members were present, in line with the Constitution, for the AGM to take place.

2.0 Apologies

- 2.1 Ping Thomas, Julie Burgess, Jo Pearce.

3.0 Approval of Minutes of Previous AGM

- 3.1 CH proposed the adoption of the previous minutes seconded by LC. The previous minutes were unanimously agreed as a true record of the meeting.

4.0 Matters arising from the Minutes

- 4.1 There were no matters arising.

5.0 Presentation of the Annual Report

- 5.1 CH read through the Annual Report which included individual thanks to many. A copy of the Annual Report will be made available on the website.

6.0 Adoption of the Annual Report

- 6.1 The Annual Report was adopted as a true reflection of the year's activities, as proposed by MK and seconded by AM.

7.0 Presentation of Accounts

- 7.1 LC read through the Finance Report (Appendix 1). Written copies of the ledger were made available to all those present.
- 7.2 LC confirmed that the 2018-2019 accounts had been independently reviewed by SL.
- 7.3 The accounts were adopted as a true reflection of the PA accounts, as propose by CH and seconded by TG.

8.0 Appointment of Independent Examiner

- 8.1 SL was nominated and unanimously accepted to continue in the role of Independent Examiner for the PA accounts.

9.0 Election of Chair and Vice-Chair

- 9.1 Nominations for Chair and Vice-Chair 2019:

Position	Name	Nominated	Seconded
Chair	Anna Macey Michael	CH	MK
Vice Chair	Anne Daly	AM	CH

- 9.2 The positions of Chair and Vice Chair each had one nomination. The candidates left the room during the voting and SL ran the election process. AM and AD were unanimously elected as Chair and Vice Chair.

10.0 Election of Committee, Treasurer and Secretary

- 10.1 Nominations for Secretary, Treasurer and Committee:

Position	Name	Nominated	Seconded
Secretary	Bronwyn Syiek	AM	AD
Treasurer	Margaret Kula	AM	AD
Other allocation (uniform)	Jo Pearce	AM	LA
Other allocation (stock manager)	Eleanor Fea	AM	LA
Other allocation (100 club)	Alex Collishaw	AM	LA
Other allocation (volunteers' secretary)	Ping Thomas	AM	CH

- 10.1 The positions of Treasurer and Secretary and four other allocations on the Committee each had one nomination; the candidates left the room during the voting and AM ran the election process. The candidates were elected unanimously.

- 10.2 AM thanked those present at the meeting for their support.

11.0 Any Other Business

- 11.1 SL proposed huge thanks to the committee for supporting school at both functions and social events.
- 11.2 Becca Flaxman, Chair of Governors, thanked the PA stating that the school is very lucky to have such an active PA.
- 11.3 LC and CH will remain signatories on the PA account until the signatures are formally passed over and confirmed with the bank.

11.2 The next committee meeting is on 13th November 2019 at 6:45pm in the Foundation Bungalow.

11.3 The formal meeting was closed, and all present were invited to stay for refreshments.

Appendices:

Appendix 1 – Finance Report 2019

Appendix 2 – Independent Examiner's Report 2019

LA 13/10/19