

Dickens Heath Parents, Teachers & Friends Association AGM 2017

Minutes of the Annual General Meeting of the Parents, Teachers & Friends Association held at
Dickens Heath Community Primary School, Three Acres Lane, Dickens Heath, Solihull, West
Midlands, B90 1NA on Wednesday 18th October 2017.

1) Notice and attendees

In accordance with the PTFA constitution, notice of the meeting had been given 21 clear days in advance (on 26th September 2017) and a quorum was in attendance. A register of attendees/voters may be obtained from the PTFA secretary.

2) Annual Accounts

The chairperson proposed that the accounts for the Association for the financial period ended 31st July 2017 be received and adopted. The accounts prepared by the Treasurer had been independently reviewed by a suitable person (a DHCPs parent who is a qualified accountant). There were 36 votes in favour and 0 votes against. The chairperson declared the resolution passed and the accounts duly received.

3) Updated constitution

The chairperson proposed the adoption of an updated constitution. This will replace the current constitution, dated 2005, with the updated model constitution supplied by PTA UK, the national membership organisation for parent – teacher organisations. This template is accepted by the Charity Commission for England & Wales for the purpose of charity registration. There were 36 votes in favour and 0 votes against. The chairperson declared the resolution passed and the constitution adopted.

4) Annual Report

The chairperson proposed that the report of the committee of the Association's activities since the previous AGM be received and adopted. There were 36 votes in favour and 0 votes against. The chairperson declared the resolution passed and the report duly received.

5) Committee Nominations

Nomination forms were received from :

- ❖ Deborah Smith - Chairperson
- ❖ Elaine Shannon – Chairperson
- ❖ Sharon Hall – Treasurer
- ❖ Beth Hodgetts – Secretary
- ❖ Kate Cooper – General Committee member
- ❖ Jane Keiser – General Committee member
- ❖ Claire Ramsey – General Committee member

6) Election of committee members

Votes were cast for the committee. The chairperson declared that the following had been elected (For: 36; Against: 0):

- ❖ Deborah Smith – for Co-Chairperson
- ❖ Elaine Shannon - for Co-Chairperson
- ❖ Sharon Hall – Treasurer
- ❖ Beth Hodgetts – Secretary
- ❖ Kate Cooper – General Committee member
- ❖ Jane Keiser – General Committee member
- ❖ Claire Ramsey – General Committee member

7) Independent Auditor

The chairperson proposed that the Committee be and is hereby empowered to appoint an independent auditor or examiner of the Association. There were 36 votes in favour and 0 votes against. The chairperson declared the resolution passed.

8) AOB

Attendees were invited to add their names to a register of volunteers and to take away a leaflet on match funding.

There being no other business, the meeting closed at 6pm.