

AGENDA

Date: Monday 2nd November 2020
Time: 4:00 PM
Venue: Via Zoom

Members

Amy Lyddiatt (Chair) | Kim Griffin (Vice-Chair) | Kerry Rugg (Treasurer) | Liz Smith (Co-Treasurer) | Kit Cheng-Ung (Secretary) | Mrs Branton (Willowbrook Headteacher)

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	<p>AGM</p> <p><u>Notes from Parentkind:</u> When you give notice of your AGM, you should also ask members to put forward nominations for new committee members.</p> <p>Relevant items</p> <ul style="list-style-type: none"> • Changes to the constitution • Change from a PTA to Friends • Adopt a new constitution <p>Non-relevant items:</p> <ul style="list-style-type: none"> • Suggestions for events • Ideas how funds could be spent <p>What does a typical agenda include? As best practice, we recommend you include:</p> <ul style="list-style-type: none"> • Apologies • Minutes of the last AGM Minutes of the last AGM should be circulated and approved. These should be brief, recording only the main items of business and any decisions taken, for example the elected committee members, any changes to the association or constitution. • Matters arising This allows for any further information arising from the last AGM to be reported back. • Chair's report An informal report on the years' activities. Please see 'What should we include in our reports' below. • Treasurer's report A formal presentation of the examined accounts for the past year. Please see 'What should we include in our reports'. • Appointment of the independent examiner The committee should decide before the meeting who will examine the association's accounts for the next year. The committee should appoint someone with sufficient knowledge and experience to be able to carry out a basic examination of the accounts, a full audit is not needed. You 	
1.0		

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	<p>can't appoint a committee member or relative of a committee member, but you could appoint the school bursar, school business manager, or a parent with accountancy or book keeping experience. Alternatively swap accounts with another PTA.</p> <ul style="list-style-type: none"> • Election of committee members Committee members are elected at the AGM to serve for the term stated in your constitution (the Parentkind constitution states until the next AGM). If there are more nominees than places available, they will be elected by a majority vote of those members attending the meeting. If you are short of nominations, you can ask for volunteers to be elected at the AGM. If the PTA is already a registered charity, new trustees will be required to complete the Trustee Declaration form and complete the registration form so that their details are available to upload onto the Charity Commission website. • Special business Items such as proposed changes to the constitution should be included on the agenda. Members must be given details of the proposed changes before the meeting. • Any other business This gives members who are present an opportunity to raise matters that haven't been covered by the agenda. If the matter raised is not appropriate for an AGM you can record the question and add it to the agenda of a future committee meeting. • Close of business 	
2.0	Meeting schedule for rest of the year	
	<p>Fundraising</p> <p><u>In pipeline:</u></p> <ul style="list-style-type: none"> • Parentkind Big Raffle 2020 – awaiting Mrs Branton approval • Christmas Cards with class fundraising • Your School Lottery – small society registration required with Council (£40 fee), £1 a week per member, No costs of running 	
3.0	<p><u>Currently running</u></p> <ul style="list-style-type: none"> • AmazonSmile • EasyFundraising • Uniform donations and resale stall • Adventure Island wristbands • Stikins • Bag2School, consider using Happy School Bags next time for 50p/kg and they are based in Grays. Bag2School paid 30p/kg 	
4.0	Covid friendly fundraising ideas	
	Plans for Christmas activities	
5.0	<p>Christmas Raffle - small society lottery registration required with LA, £40 registration fee.</p> <p>https://www.brentwood.gov.uk/index.php?cid=2318</p>	

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6.0	Raising PTA presence among parents	
7.0	Any other business	
8.0	Meeting ends	