

WILLOWBROOK PRIMARY SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION
REGISTERED CHARITY NUMBER: 1046576

Minutes of Annual General Meeting for Year Ended 31 August 2023
2023

Date: Thursday 29 February 2024
Time: 09:00 – 10:00
Venue: St Peter’s Church, Cloughton Way, Hutton, CM13 1JS

Committee Members

Kim Griffin (Co-Chair) | Jo Brown (Co-Chair) | Emma Bradley (Treasurer) | Jenny Cox (Co-Treasurer) | Lisa Finnie (Co-Treasurer) | Kit Cheng-Ung (Secretary) | Clare Branton (Headteacher)

Item No.	Item
	ORDINARY BUSINESS
1.0	Apologies for absence Clare Branton NOTED
2.0	Minutes of the Annual General Meeting held on 3 March 2023
3.0	Chairs’ Report – Achievements and Performance NOTED – NO COMMENTS
4.0	Financial Review – Treasurers report for the year ending 31 August 2023 Proposed resolutions: 1. Spending/Budget – agreed for year end 31 August 2024 - AGREED 2. Appointment of an Independent Financial Examiner of the Accounts for the year ending 31 August 2024. – TO ASK PARENT COMMUNITY
5.0	Election / Confirmation of Officers and Trustees of the Committee Proposed resolutions: To Re-elect the following officers as Trustees of the Committee 1. Co-Chair – Kim Griffin 2. Co-Chair – Jo Brown 3. Secretary – Kit Cheng-Ung 4. Treasurer – Emma Bradley 5. Co-Treasurer (post share arrangement) – Jenny Cox 6. Co-Treasurer (post share arrangement) – Lisa Finnie ALL RE-ELECTED

Item No.	Item
	ANY OTHER BUSINESS
6.0	Open to members We welcome any questions, ideas from those in attendance as automatic members of our PTFA. NO MEMBERS IN ATTENDANCE
	MEETING ENDED