

**WILLOWBROOK PRIMARY SCHOOL
PARENT TEACHER AND FRIENDS ASSOCIATION**

REGISTERED CHARITY NUMBER: 1046576

**MINUTES OF ANNUAL GENERAL MEETING FOR THE YEAR ENDED 23 AUGUST
2022**

Date: Friday 3 March 2023
Time: 10:00 – 12:00
Venue: St Peter’s Church, Claughton Way, Hutton, CM13 1JS

Committee Members

Kim Griffin (Chair) | Kerry Rugg (Treasurer) | Emma Bradley (Treasurer) | Kit Cheng-Ung (Secretary) | Clare Branton (Headteacher)

Item No.	Item	Owner
	ORDINARY BUSINESS	
1.0	Apologies for absence Clare Branton NOTED	Chair
2.0	Chair’s Report – Achievements and Performance NOTED – NO COMMENTS	Chair
3.0	Financial Review Spending/Budget - to be agreed LIBRARY BUDGET LINE OF £1000 TO BE ADDED. EMMA TO DISCUSS THE PROPOSED BUDGET WITH HEADTEACHER BEFORE SIGN OFF. APPOINT PAUL GRIFFIN (FINANCE LEADER – LAING O’ROURKE) AS INDEPENDENT ACCOUNTS EXAMINER – ALL AGREED	Treasurer

Item No.	Item	Owner
4.0	<p>Election / Confirmation of Officers and Trustees of the Committee</p> <p>Confirmation of officers to roles as outlined in Structure, governance and management - See page: 10</p> <p>ELECTION OF OFFICERS:</p> <p>CHAIR – KIM GRIFFIN SECRETARY – KIT CHENG-UNG TREASURER – EMMA BRADLEY</p> <p>ALL CONFIRMED IN POST FOR THE YEAR.</p> <p>PTFA WILL CONTINUE TO ADVERTISE FOR THE CO-CHAIR AND CO-TREASURER ROLES.</p>	Chair
	ANY OTHER BUSINESS	
5.0	<p>Open to members</p> <p>We welcome any questions, ideas from those in attendance as automatic members of our PTFA. NO OTHER ATTENDEES PRESENT AT MEETING.</p> <p>CHANGES TO CONSTITUTION:</p> <ul style="list-style-type: none"> • TREASURER PROPOSED CHANGE OF CHARITY ACCOUNTS FINANCIAL YEAR TO RUN FROM 1 SEPTEMBER TO 31 AUGUST EACH YEAR. – ALL AGREED • TO REMOVE NAMES AND KEEP TITLES OF POSTS ONLY – ALL AGREED. • TO CHANGE AGM DATE WITHIN CONSTITUTION TO ONCE A YEAR – ALL AGREED. 	Chair
	MEETING ENDS	