**Winston Churchill School PTA**

**Minutes of Extraordinary General Meeting (EGM)**

**7.30pm, Tuesday 25th June 2019**

**Attendees:** Trish Goodwin, Kathy Guy, Sharon Fogarty, Bill Billingham, Stuart Phillips, Zoe Johnson Walker, Julia Wigram, Karen Lee Borthwick, Veronica Morley, Gail Rigg, Julie Ballinger

**Minutes:**

**Introduction**

* Trish welcomed all to the meeting and thanked for attendance.
* Trish confirmed that the meeting was to be an EGM (Extraordinary General Meeting), called to clarify the future of the PTA given that members in key roles are leaving at the end of this academic year and that the current constitution is not fit for purpose.

**New Constitution**

* Trish explained that the current constitution is no longer workable in that it requires a membership in excess of our current committee.
* Trish presented the meeting with a new constitution, provided by Parentkind and legally approved by the Charity Commission.  (Parentkind is an organisation established to support parents to get involved in education).
* This new constitution sets out a requirement for just two trustees of the PTA to sign off decisions and spend. All present agreed that this would be a more realistic and achievable requirement. We agreed that the new constitution should be agreed and signed in immediately.
* Trish read sections of the constitution to the meeting, highlighting the purposes and powers section of the constitution.
* Trish highlighted that the constitution states an AGM must be held within 12 months of this meeting date. There must also be a quorom of 2 (the minimum number of members present at meetings to conduct the business of the group.)

**Trustees and the future of the PTA**

* Trish confirmed that herself and Kathy Guy would be stepping down from the PTA (due to children leaving the school) at the end of the academic year. Sharon Fogarty confirmed her willingness to continue in the role of Treasurer.
* Trish asked if anyone present would be willing to take up a position in the PTA. She gave a brief outline of past fundraising activities, highlighting the previous success of school Quiz Nights. She then explained our current projects including the Indoor Bootsales; renovation of the Outdoor Classroom; and the Year 11 Prom.
* Mr Phillips talked about the glass-boards which are being fitted in school. Trish stated that the PTA would like to fund 1 or 2 boards in the Outdoor Classroom. We have already this year donated time and energy to basic clearing and maintenance of the area, and money for plants and tools.
* Trish re-iterated to the group that we need people to take over designated roles (Chairperson and Vice-Chair or Secretary or both) as well as members who are willing to help on an ad-hoc basis.
* Mr Phillips spoke at this point about his own work preparing a new approach to parents which offers them a 'menu of choices' for donating to the school. This menu may include offering time and expertise; products and services; match-funding; regular or ad-hoc donations; or fundraising through Virgin Money Giving. This new approach will be finalised and offered to parents in the new academic year.
* At this time Trish welcomed Karen Lee Borthwick to the meeting. Karen was introduced to and greeted by those present. Karen has agreed to step forward as Secretary of the PTA. Her application was seconded by Julia Wigram.
* Following this Trish explained to the group that another parent had been in touch to say that he would be happy to take on the role of Chairperson going forward. He was unable to be at the meeting due to family commitments but was available at the end of the phone. Trish called and spoke to Richard Claridge and put him on speaker phone so that the whole group could hear and welcome him. Richard confirmed verbally that he would be happy to take up the post and Sharon seconded him.
* With this appointment now in place, the PTA now has 3 trustees and can continue to practice under the new constitution.

**Election of Officers** was decided as follows –

Chair – Richard Claridge (proprosed by Patricia Goodwin, seconded by Sharon Fogarty)

Secretary – Karen Lee Borthwick (proprosed by Patricia Goodwin, seconded by Julia Wigram)

Treasurer – Sharon Fogarty (continuing in her current role)

**Bootsales**

* Trish asked Bill to explain the Indoor Bootsales and how these run. (The sales are an important community event and are an effective fundraising stream for the school.) Bill explained how the planning and set up work and asked if anyone present would be interested in helping.
* Both Zoe Johnson Walker and Stuart Philips said that they had had conversations with Paulette Alexander (a member of staff) about taking on and running the sales.
* **Action: Mrs Johnson Walker said that she would speak with Paulette and get back to the committee to confirm her involvement.**

**Website**

* Stuart Phillips told the committee that the new website, designed to link in with the school's new website is now ready to get up and running. Trish, Sharon and Kathy all agreed that it would be easy to provide content.
* Kathy explained that the PTA facebook page and twitter feed would need to be started from scratch as no one currently on the committee has access to these social media accounts.
* **Action: PTA to liaise with Stuart re website content. New committee members to investigate social media accounts to link into the website.**

**Prom**

* Finally Trish and Kathy made those present aware of the amazing job done by the Prom organising committee this year. All are expecting an impressive, successful event.