



**Sheldwich Primary School PTA
Annual General Meeting**

Date: 10th November 2023
Time: 9:00am
Place: School Hall

Present:	Laura Nicholson (Co-Chair)	Kate Styles (Co-Chair)
	Hayley Turner	Helen Wiltshire
	Kelly Barker (Treasurer)	Charlotte Swayne (Secretary)
	Tracey Kilbane	Hannah Morgan
	Jennie Diddams	Mihali Moore
	Ruth Twynam	Chris Ambrose
	Hannah Woods	Jackie Linter (School Business Manager)
	Sarah Garrett (Head Teacher)	

Apologies:	Laura McKenzie	Marion Cassan
	Lorna Lailey de Ville	Marie Heinsen
	Vicki Bowyer	Louise Gray
	Dee Poyiatzis	Becky Duffy

The meeting was opened at 9:10am.

1. Order of Business and Intro

- Apologies for meeting being held later than initially scheduled.
- Apologies from those members who were not in attendance.
- Any added business to the minutes? No.

2. Year Overview

- Current Co Chair Laura gave an overview of the fundraising events that have taken place.
- She also gave an overview of where the money has been spent as follows:-
 - Garden Furniture
 - Coding Robots
 - Drumming Workshops
 - Visiting Circus
 - Leaver's Hoodies
 - Dress up costumes for Little Hedgehogs
 - King's Coronation's Souvenirs
 - VR Headset Workshops
 - Panto

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3. Mrs Garrett to speak on behalf of the school

- Mrs Garrett thanked the Co – Chairs and the PTA for all their hard work and in raising funds for the school.
- She talked about plans for the new Forest School and hoped the PTA would continue to raise funds for the project.

4. Accounts

- The Treasurer (Kelly Barker) spoke in a little more depth about the accounts.
- She requested that it would be useful from an accounting perspective if people could request and cash cheques for their PTA purchases promptly.
- She drew our attention to the Ice Cream sales not looking particularly profitable due to the funds raised from these sales being filed with the events they were sold at rather than on an individual basis.
- She thanked Mrs Linter for checking over the accounts for us.

5. New Role Appointments

- Laura and Kate (Current Co- Chairs) formally stepped down as Co – Chairs
- They are to remain active members of the PTA.
- Voting commenced to appoint new Chair.
 - Kelly Barker voted for Helen Wiltshire and was seconded by Mihali
 - Laura voted for Hayley Turner and was seconded by Tracey
- It was agreed that Helen Wiltshire and Hayley Turner would take over the roles of Co - Chairs of the PTA.
- Charlotte Swayne formally stepped down as secretary.
- She will remain an active member of the PTA.
- Voting commenced to appoint a new secretary.
 - Kate Styles voted for Jennie Diddams and was seconded by Hayley Turner
- It was agreed that Jennie Diddams would take over the role of secretary of the PTA.
- Kelly Barker is to stay on as Treasurer of the PTA.

6. Class Reps Check

- Little Hedgehogs – Dee Poyiatzis
- Class R – Dee Poyiatzis
- Class 1 - Charlotte Swayne
- Class 2 – Hannah Morgan
- Class 3 – Laura Nicholson
- Class 4 – Marie Heinsen
- Class 5 – Need to Confirm
- Class 6 – Marion Cassan

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7. Any other business

- We welcomed new member Tracey.
- How the PTA is run and organised was explained including the PTA Whatsapp Group
- A meeting for the Christmas Fair was mentioned but no date confirmed.
- A huge emphasis was made by both the PTA and the school that more volunteers are needed for this event.
- Mrs Linter to send out a letter asking for volunteers with an incentive of a free drink and food for each volunteer.
- Volunteers will be asked to choose a time slot and be designated a specific role.

There being no other business, the meeting was closed at 9:50am.

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