



PTFA AGM Minutes

7th December 2023

1. Attendees:

Louise Farman
Esme Wyatt
Amy Hills
Prisha Hill
Karen Norris

2. Welcome. We began the meeting by discussing Parentkind. The previous committee had an account with them, which has now lapsed. It can easily be reactivated with a purchase order from the office. Parentkind would provide the committee with a constitution, which cannot be changed. All present voted, and have agreed, to proceed with reactivating the Parentkind account.
3. Bank Account: The previous committee closed the PTFA bank account and were given a cheque for the closing balance. The cheque will need to be reissued and deposited into a new account. We discussed our options for a new charity bank account and have decided to go with Santander as they will allow us to have more signatories than Lloyds. In order to open an account with them we will need to have the names of the signatories, permission to open an account on letter-headed paper and a copy of meeting minutes. This means we should, hopefully, be able to get an account set up relatively easily – ideally, with the reissued cheque to make up the opening balance.
4. Charity Commission: Lou is going to call the Charity Commission to advise that we have not yet been given the cheque to be reissued by the bank and that, so far, we have only had 2 formal resignations from the previous PTFA committee.
5. Email: The PTFA email address is being set up for all the new committee to be able to have access to it - at the moment, only Karen is able to do so. We have all provided our personal email addresses for the IT department to also provide us with access to the PTFA Facebook account as well.
6. Any Other Business: The previous trustees have provided us with a CD which contains lots of useful information, including AGM minutes and stock-takes after events etc, but the most recent entry is from 2018. We are going to chase Emma Conway for the cheque and more recent accounts, as well as requesting the keys to the lock-up. Once we have the keys we can

set a date to go through what items are in there and arrange for previous committee members to retrieve any personal items they may have left behind.

7. Next Meeting: Tuesday 16th January 2024, 7.30pm, at The Yorkshire Grey pub.

Additional: After the meeting ended, we happened to cross paths with the Site Team who were able to tell us where the lock-up is located and where we could find the keys. They also advised on some of the items inside – including bank statements. Committee members will arrange a suitable date to go into the lock-up and sort through the contents.