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| **Date:** | 9th October 2018 | **Time:** | 8.00 - 8.25pm | **Location:** | Newbottle & Charlton School, Charlton |
| **Attendees:** | Julia Rands, Vanessa Kelly, Sarah Alexander, Sarah Smith, Pete Smith, Nicola Watson, Eleanor Bland, Barbara Charlesworth, Julie Kilby, Lianne Palmer | | | | |
| **Apologies:** | Kim Wiseman, Vicky England, Gemma Davis, Sam Williams | | | | |

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| **1.** | **Chair’s Welcome** | **Comments / Action** |
|  |  | Minutes of previous meetings provided and signed. |
| **2.** | **AGM Reports for 2016-2017** |  |
|  | The Head Teacher and Treasurer read through their reports for 2017/18.  The total funds raised in 2017-2018 were £6,813  The accounts were audited by Keith White.  **ALL TO NOTE**: Please can year reps and PTFA members ask for people who work for companies with a fund matching scheme to get in touch?  The PTFA Constitution was agreed by Trustees. | A copy of the annual report will be submitted to the Charity Commission by Sarah Alexander.  Our donations provided the following resources for our children at school in 2017/18:   * New hall lighting * Refurbishment of the library * Class trips and visitors to school * Reading Eggs * Spelling Shed * Teacher-Parent Text service * Pantomime * Russia Dance Day |
| **3.** | **Appointment of Charity Trustees** | **Positions for 2017-2018** |
|  | Barbara Charlesworth stood down as Chair. The team expressed its enormous gratitude for her six years of involvement in the PTFA. |  |
|  | Vanessa Kelly was elected to the position of Chair, proposed by Julia Rands and seconded by Sarah Alexander.  Sarah Alexander was re-elected to the position of Treasurer, proposed by Eleanor Bland and seconded by Vanessa Kelly.  Julia Rands was re-elected to the position of Secretary, proposed by Vanessa Kelly and seconded by Nicola Watson.  The committee voted all the positions in. | Trustee Roles  CHAIR: Vanessa Kelly  TREASURER: Sarah Alexander  SECRETARY: Julia Rands  Year Group PTFA Representatives  RECEPTION: Cathy Hamer  YEAR 1: Lianne Palmer  YEAR 2: Liz Peel-Yates  YEAR 3: Eleanor Bland  YEAR 4: Vicky England  YEAR 5: Nicola Watson  YEAR 6: Julia Rands/Sarah Alexander  Sarah Alexander to update Trustee details on Charity Commission website.  Peter Smith to add information to school website PTFA page. |
| **4.** | **Date of next AGM meeting.** |  |
|  | **TUESDAY 8th October 2019, at School, 8.00pm** |  |