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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 £6,813The 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
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| **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 RolesCHAIR: Vanessa KellyTREASURER: Sarah AlexanderSECRETARY: Julia RandsYear Group PTFA RepresentativesRECEPTION: Cathy HamerYEAR 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 AlexanderSarah 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** |  |