

**Garlinge Primary School and Nursery  
Parent, Teacher & Friends Association**

**EXTRAORDINARY GENERAL MEETING**

Minutes

**21st FEBRUARY 2022**

1] Apologies for absence – *No apologies sent, Ted had said that he may not make it and was not present. Welcomes and thank you for attending.*

2] Minutes of the Annual General Meeting held in September 2019 and matters arising – *No relevant matters. Explanation that this meeting is to round up the period between the previous AGM when the committee formed in September 2019 up to September 2021, due to the prolonged absence.*

3] Chair's Report for 2019/20 2020/21

*Clair Chapman - We have been in our roles since September 2019, but have been 'on hold' since March 2020 when Covid stopped us holding any events or holding meetings. In October we held a very popular Halloween Disco! In December 19 we arranged Santa visiting the children with a gift and held our Annual Christmas Fair which raised an amazing £1,488. In January 2020 we held a quiz night that was very well attended by teachers and parents and in February held a uniform sale. In March 2020 the children were each given a gift by the PTFA to take home for Mothers' Day. We were then in lockdown, but when school restarted, we provided a gift for every new parent or carer along with a poem, marking their child's first day at school.*

*At the end of 2020 we were not able to hold a fair, but did organize Father Christmas' visit and a gift for all the children. We also held a Bag2school event and we able to fund the drinks for the Year 6 leavers festival.*

*Lots of successful events and activities and planning more for this year.*

4] Treasurer's Report for the year ending September 2020 and year ending September 2021

5] Appointment of an Independent Examiner of Accounts for the year ending for both years and for 2022 – *Sam Collier, registered accountant and happy to continue to audit the accounts going forward.*

6] Adoption of the Parentkind constitution

*Kaye Dunbar– Previously, we were asked to help the PE department apply for a sports grant. This meant registering as a charity and to do so we had to have a constitution. Past committees had never had a constitution in place, so one was put together against the clock. In the last few months I have scrutinized this constitution and found that some of the wording was not right. For example, referring to members verses committee members incorrectly leading to impossible minimum*

*numbers to hold meetings. Luckily we are members of ParentKind, so I have had several conversations with them and was happy to suggest to the committee that we adopt the ParentKind model constitution. It has been approved by lawyers and is approved for charity status application. I have made this constitution available in the office, on Facebook and via email on request for the last few weeks. It was voted unanimously that we would adopt the ParentKind Model Constitution.*

*To clarify some of the terms – PTFA is Parents, Teachers and Friends' association at our school. These are the MEMBERS. Friends are named as school staff, governors and committee member ex-parents. COMMITTEE MEMBERS are those voted in to either specific roles or as a General Committee Member. The Officers are those with final responsibility for the Association.*

7] *Election of Officers and Trustees of the Committee Meeting passed to Mrs Northrop and Mr Cope. The school thanked the committee for their efforts and the current members stood down.*

*The nominations for the officers were listed and voted on by those present:*

Chairperson: Andy Dunbar, seconded by Clair Chapman, voted in with 6 votes

Vice-Chairperson: Clair Chapman, seconded by Andy Dunbar, voted in with 6 votes

Secretary: Kaye Dunbar, seconded by Karen May, voted in with 6 votes

Treasurer: Karen May, seconded by Kaye Dunbar, voted in with 6 votes

Community and Stores person: Ted Watt-Ruffell, seconded by Karen May, voted in with 6 votes.

General Members: no nominations received.

*It was noted that some of the core members and volunteers had not been in touch, we will touch base with them when we start planning future events.*

### **Any Other Business**

- *Digital or distance voting. This has been looked in to at length to give Committee Members easier access to vote. ParentKind strongly advised against digital and distance voting. Votes would need to be unanimous if taken in this way. The more practical way to make voting easier for all would be to vary the meeting times and interchange between in person meetings and over zoom. All members present agreed.*
- *Uniform sales. Over the pandemic we had been giving uniform away as requested when people approached us with a need. Sales had always been problematic due to storage issues meaning we couldn't keep the clothes clean, fresh and accessible. The school has provided storage containers and new space with the caretakers. Ted has kindly moved some of the uniform already. It was agreed that sales can recommence, but by splitting into to smaller sales by clusters of year groups and held outside. Dates for sales to be agreed.*
- *Easter plans. Previous craft mornings for the lower school have been well received, these can be held on a Saturday morning again, ticket only. Decorate an egg (in any form) competition for the whole school agreed. Bonnets were suggested, but have previously been problematic as we do not want parents and carers to have to buy anything to take part. If we did bonnets we would provide them, but it is hard to order numbers when take up can be mixed. Eggs (real, drawn or home-made) are accessible to all and gives the opportunity for the children to really get creative with their entry.*
- *Bag2school. After another successful event we are looking at the next date. The school confirmed that Mondays work very well as it does not clash with PE days. Agreed that this should be always held with a non-uniform day to get the best involvement.*

- *Fairs/Raffles. The success of the raffle last year was discussed, and it was mentioned that raffles could replace fairs going forward, however, the focus of the committee is not only fund raising, but it is a top priority to grow the sense of community and organize fun activities for the children of the school. The summer fair will stay as this can be held outdoors and are lots of fun for the pupils. The Christmas Fair can be assessed later in the year.*

Date for next meeting to be agreed.

Meeting closed at 16:45.