

**Annual General Meeting**  
**Ashby Hastings Primary School**  
**9<sup>th</sup> October 2023**  
**(1<sup>st</sup> AGM)**

**Attendees**

Jane Leetham, Rachel Asplin, Maria Armstrong, Clare Warrener, Maggie Yeung, Joy Hadsen, Charley Cooke, Jodie Collins, Rachel Mckeown (H.T)

**As this is the first AGM the meeting began with establishing a PTA committee:**

Chair: Jane Leetham nominated in and seconded by a member present

Secretary: Maria Armstrong nominated in and seconded by a member present

Treasurer: Rachel Asplin nominated in and seconded by a member present

Committee voted in.

**PTA constitution:**

We went through the constitution together, Rachel A has adapted this to fit the School.  
The constitution was voted in by all the members present.

**Trustees:**

The trustees were decided upon as:

Jane Leetham, Maria Armstrong and Rachel Asplin

**Charity:**

Need to establish the PTA as a charity, Jane to continue to work through this.

Once established as a charity we can we can make links with companies e.g. Microsoft, participate in the Tesco Community Grants and register with Easyfundraising

**Bank Account:**

Need to set up a bank account for the PTA charity. It was decided that maybe Royal Bank of Scotland would be best as no joining free and can access locally for deposits and withdrawals. Decided that 3 people to be named on the account, the Trustees.

**PTA Parent Information Letter:**

Rachel had constructed a letter to inform parents about the PTA, we all went through the letter and Mrs Mckeown (Head Teacher) was happy to send it via Weduc to the parents.

It was agreed that we would regularly update parents about the PTA and what the funds raised were being used for.

It was also mentioned that the PTA would like to involve the School Council, so the children also have a say about how they would like the funds spent and what activities etc they would like the PTA to organise for them.

**PTA email account:**

It was decided that only the committee members to have access to the email account. Rachel offered to check it on a regular basis.

**PTA Website:**

To include relevant information on the site and to update it regularly.

To forward relevant paperwork to the office etc so that the PTA website can be updated.

**Forthcoming events and fundraising ideas:**

To do an event after school to raise some funds in preparation for the Christmas Disco e.g. a cake sale. Also mentioned about sending home a smartie tube and the children filling it up with change.

Christmas Disco, need to source some disco lights. Discussed about getting a sound system, but we may be able to use the sound system that is already in the hall. Trying to do it as much as possible in house to keep costs low. Jane had asked a parent with experience, to do the music.

Mentioned that it would be nice if the children could write their favourite Christmas song down to make sure that it is played.

**Public Liability/DBS checks:**

This was discussed in relation to holding events.

**Sourcing ideas and resources from other well established PTA's:**

Jane is meeting with the Chair of the Willesley Primary School PTA.

**Next Meeting:**

3<sup>rd</sup> November at 2pm