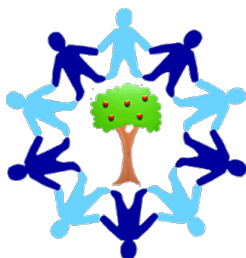


MINUTES OF MEETING – ANNUAL GENERAL MEETING

HARDWICK CAMBOURNE COMMUNITY PRIMARY SCHOOL PTA

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| Venue | : | Cambourne Campus | |
| Date | : | 27/09/2022 | |
| Time | : | 19:40 | |
| Attendance list | | Charlotte Rayson (CR) | Co-Chair |
| | | Shanie Leonard (SL) | Co-Chair |
| | | Mel Hadley (MH) | Treasurer |
| | | Peter Hudson (PH) | Secretary |
| Agenda 1. Introduction to Attendees and Apologies 2. Treasurers Report 3. Future Events 4. Funding Requests 5. Any Other Business | | | |
| Other attendees: See attendees list Lisa Rothen (LR) Kym Ellis (KE) Emma Mertens (EM) Sophie Davis (SD) Anna James (AJ) Natalia Hunter (NH) Sarah Lane (SL) Alison Berkeley (AB) Sean Turner (ST) Monike Illekowicz (MI) Lisa Jones (LJ) Alex Gafney (AG) Nikki Kerss (NK) Deborah Anderson (DA) Lisa Jolley (LJ) Heather Wright (HW) Nickie Sexton (NS) Jen McCarroll (JM) | | | |



By video call:

Cate Thompson (CT)

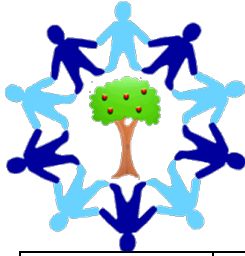
Apologies:

Reiner Schulte

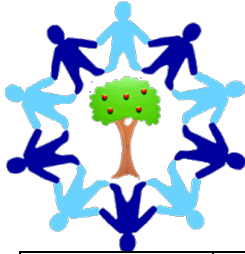
Sanj Mann

Kim Marchant

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| 1 | <u>INTRODUCTION TO ATTENDEES AND APOLOGIES</u> |
| | CR opens meeting thanking attendees and introduces the requirements of the governance for any correspondence and purpose of the PTA as per charity commission requirements. A list is circulated for collection of attendee details and any apologies are noted. |
| 2 | <u>TREASURERS REPORT</u> |
| | MH describes the year in brief with a very successful fundraising campaign across 28 events. The full statement is appended to the minutes. The most successful and noteworthy events from the past year include; movie nights, School Lottery, Amazon Smile, Elfridges, Krispy Kreme sales and the school fetes. Over the past year charitable expenditures totalled £18,000.66 and there is £15,374 available as funds after committed spending. |
| 3 | <u>FUTURE EVENTS</u> |
| | A number of future events are already planned due to long lead times such as the printed Christmas cards, however the future of further events will be determined by the incoming committee in |



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| | due course and it is anticipated that the total number of events may be somewhat reduced in line with likely spending capability. |
| 4 | <u>FUNDING REQUESTS</u> |
| | <p>CR checks that existing expenditures as previously agreed are still accepted by the meeting. This includes Reception book bags, sports day ice-pops, year 6 leavers gifts and lunch, Christmas parties, science support which also collects a direct parental contribution and new playground markings. The items were discussed and no objection to continuing funding was noted</p> <p>Further new requests received were, by requestee as follows:</p> <p>Nursery requests – enhancing block play by adding small world resources and adding small world animals. Replacement food items A till and small buckets £250-300 total – passed on a show of hands</p> <p>Ms French – Electric pencil sharpener – for sharpening pencils in class. Cut down on queue length. £15 – passed on a show of hands</p> <p>Mrs Tucker – books for speech and language teaching story bags –£470 - passed on show of hands.</p> <p>Shelley Slater – Request for trampette for sensory circuits and SEN children and a plastic dinning set -£65 – passed on show of hands.</p> <p>.</p> <p>Mr Todd – requests larger scale classroom plant for Hardwick around £30 – passed on show of hands</p> <p>Alex Gafney and Stacey Hardwick KS1 – Camp out theme – 2 large cushions £30, memory cushion pillows £24 and camping chair total £80 - passed on show of hands.</p> <p>Guided reading books - £180 passed on show of hands.</p> |



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| | Sue Hadji - headphone request 32 x headphones – request referred to CT for further assessment |
| 5 | <u>Committee Appointments</u> |
| | <p>In line with the PTA constitution each year a committee is elected by members attending the AGM. Charlotte Rayson, Shanie Leonard and Melanie Hadley announce that they will be stepping down from their positions as joint chairs and Treasurer. It is proposed that the positions of chair and treasurer are to be filled by Sophie Davis and Emma Mertens as co-chairs primarily from Hardwick site, Kym Ellis and Lisa Rothen as co-chairs from primarily from Cambourne site and Anna James as treasurer. Peter Hudson is happy to carry on as secretary.</p> <p>The new committee is put to a vote of member and is appointed unopposed on a show of hands.</p> |
| 6 | Any Other Business |
| | <p>The new committee thanked the outgoing trustees and completed paperwork to start the formal processes for handing over control.</p> <p>No further issues were raised.</p> |

All issues having been discussed; the meeting was adjourned at 20:55.

The next meeting will be the 8th November 2022 at Hardwick site school staff room.

Signed:

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| <p><u>For and on behalf of the board</u></p> <p>----- <u>Co-Chair</u></p> |
| <p><u>Secretary</u></p> <p><u>Peter Hudson</u></p> |