

WBJs AGM Minutes 23/07/19:

Present: Lesley Lawrence (President), Mandy Griffiths-Penn (Co-Chair), Emma Martinez (Co-Chair), Angela Brown (Treasurer), Julie Oliveira (Deputy Treasurer), Samantha Towner (Co-Secretary), Valerie Drunaud-Bennett (Committee Member), Sylvia Coetzee (Co-Secretary), Sabrina Atkins, Tammy Soltz

Apologies: Tamsin Birch, Maxine Harris

Agenda item 1 Constitution: AB talked about why we needed a new Constitution (the existing one is dated 1977 – we think and is out of date). AB highlighted the key information in the Constitution that people should be aware of, people were given time to read and ask questions.

GDPR was discussed and it was agreed that all Committee role holders would have training to ensure compliance. **LL took action to provide GDPR training for all Committee Members**

AB asked for a vote to approve the constitution, **all members present voted to adopt the new constitution.**

AB informed those present that the new constitution would be made available to all members via the WBJs website in the PTA section asap. **VDR took action to upload this.**

Agenda item 2: EM & MGP gave an overview of the different roles available on the team and asked people to put themselves forward for any roles they would like to/be able to perform in the 2019/20 school year

Agenda item 3: Attendees were asked to vote anonymously for the following roles that had more than one nominee: Co-chair: MGP, TS, EM, Asst. Treasurer: EM, ST, Co-Sec: SC, ST,

Agreed roles and responsibilities for the 2019/20 school year as per the outcome of the vote are as follows:

Role	Voted in role
Co-Chair's (x2)	Emma, Tammy
Vice Chair	Mandy
Treasurer	Angela
Assistant Treasurer	Sabrina
Legal Secretary	Sylvia
Secretary	Sam
Marketing Manager/PR	Tammy & Sabrina
Tuck Shop Manager	Emma M
Events Assistant	Julie
Committee Members	Valerie
Eco & Ethics co-ordinator	To be recruited

It was agreed following the vote that the Vice Chair would be replaced with an additional Co-Chair role, and that we would vote in 3 Co-Chairs at the AGM (EM, MGP and TS).

EM and MGP agreed to recruit for the Eco & Ethics co-ordinator over the summer and all new role holders will be formally voted in at the AGM.

Agenda item 4 School year 2018/19 fundraising: AB informed those present that the PTA has made £23,635 so far this year and we have not finished yet. This is inclusive of the costs to run events. That money has been spent on funding a number of initiatives including phase 2 of the playground and investment in equipment such as the candy floss machine and an urn to enhance future profit making potential.

A flyer was given to attendees of our progress so far and will be posted on our PTA website asap.
VDB took action to publish.

A final review and full report of the 2018/19 school year fundraising will be presented by AB at the AGM.

Agenda item 5: It was proposed that the AGM take place on 19th September at 7pm and this was agreed by all present. **EM took the action to notify and invite all members (parents & staff) in the first newsletter in September.**

AOB:

Subs – AB noted that we only received subs from 48 families in 2018/19 and a discussion took place on the best way of maximising this income going forward. **EM, TS & MGP to decide on the best options for maximising Subs going forward**

Fundraising – It was acknowledged that we are not very good at shouting about what we have raised and what we have funded. It was agreed that doing this better would help attract more volunteers and donations as people would be able to see and feel the benefits for their children better. **TS & SA took the action to think about how do we shout about what we are funding better**

2017/18 Accounts – AB noted that the accounts are now 21 days overdue but will do her best to work through the previous Treasurer's files and get them reviewed and published asap.

Summary of Actions agreed:

- VDR Upload the new constitution to the website
- EM & MGP to recruit for an Eco & Ethics co-ordinator over the summer holidays
- VDR to publish finance flyer on website
- EM took to notify and invite all members (parents & staff) to the AGM in the first newsletter in September
- LL to provide GDPR training for all Committee Members
- TS & SA to think about how do we shout about what we are funding better?
- EM, TS & MGP to decide on the best options for maximising Subs going forward