**Minutes of Richard Crosse AGM Meeting**

**Time & Date: 7pm Thursday 5th March 2020**

**Venue: Richard Crosse CofE School**

**Present**: Louise McGuffie (Chair), Amanda Taylor (Treasurer), Emma Bowring (Acting Head of School), Emma Whiting, Tracy Gwinnett, Emma Heathcote, Jo Forker

**Apologies**: Marcella Henley, Caroline Waldron, Martin Sleigh, Simon Ward

Opening of the meeting

Attendees were welcomed by the Chair and apologies acknowledged.

There were no matters arising from the previous AGM.

The Chair and Treasurer both shared their reports; copies of which can be found on the school website.

Election of committee members

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| Role | Nominee | Proposed | Seconded |
| Chair | Louise McGuffie | Emma Heathcote | Amanda Taylor |
| Treasurer | Amanda Taylor | Louise McGuffie | Jo Forker |
| Secretary | Jo Forker/Tracy Gwinnett | Emma Heathcote | Louise McGuffie |

Special Business

Constitution – this remains as before with no changes.

Risk Mananagement – risk assessments are carried out ahead of each event.

Volunteer Policy – this new policy was reviewed and accepted as good practice.

GDPR – Whilst we have no formal policy in place, no personal data is held by PTA members after an event has been held.

AOB

Mrs Bowring suggested that the PTA have a slot at the start of any school performances in order to promote upcoming PTA events and encourage more sign-up from parents to help.

The PTA have now signed up to Amazon Smile. This scheme helps to raise funds by making a donation every time someone makes a purchase through Amazon Smile. This website is identical to Amazon and no additional account is required to start this up. All parents need to do is to select their ‘charity’, i.e. Richard Crosse PTA. Amanda will arrange for an email to be sent out to parents.

For several years the PTA has made a voluntary contribution to the running costs of the school minibuses. It was felt at the meeting that the contribution should be equal across all of the schools. Mrs Bowring will investigate what the current running costs are now that the buses are out of their lease and will seek general feedback from other Heads and PTA Chairs on their proposed support for the minibuses.

It was agreed that a hard line will be taken in future on events that are not supported enough. These will be cancelled.

Next PTA Meeting

Thursday 23rd April, 2020 at 7.30pm in The Royal Oak Pub, Kings Bromley. The purpose of the meeting will be to discuss the upcoming summer fair and raffle prizes. Attendees will be asked to ‘bring a friend’.

Amanda will also look into running a Survey Monkey survey to find out what days and times are best for holding PTA meetings.