

## Aughton St Michaels PTA Meeting

**Date:** Tuesday 8<sup>th</sup> November 2022

Emma Stone led a welcome to everyone, lots of new people in attendance (register taken). Explanation of what the PTA is and what we need to do to keep it going. Explained what the officers' roles are and what a general committee person would be required to do.

Everyone nominated onto the committee is eligible to vote. All members must attend an annual general meeting to sum up the year plus minimum of three meetings during the year but otherwise can run smaller meetings for specific events.

A website which is the essential site for anything PTA related is: [www.parentkind.org.uk](http://www.parentkind.org.uk) we are already members, and not only does it help us run events it covers us insurance wise and covers any legal aspects. There is a variety of information on here but if we cannot find what we need there is a number to call to ask any questions.

### **Agenda:**

1) The importance of the PTA – led by Emma Stone

2) Election of officers (3) & committee members:

Chairperson – Lynn Young

Treasurer – Amy Robinson

Secretary – Emma Southern.

Committee Members (Support of above) – Helen Wood, Lesley Halliwell, Leah McCarthy, Katie Floweth, Ann-Marie Allen, Lauren McAnespy, Rachel Fagan, Viv Guy, Katie Mcilwaine, Stacey Mason, Rachel Charles, Annie Wentworth, Catherine Allen, Paula Coverdale, Jenny Elms, Mirke Kadys, Laura Weston, Karen Whitby

Emma Stone will meet with the committee to go through the constitution and get them to sign relevant documents so we can begin to organise events.

3) Charity Trustees – Need to confirm if it is just officers or all committee members that need to be named as trustees. Amy/Emma Stone to look into.

4) Any other business notes & actions:

Ann Marie Raised that Chris Allen can complete risk assessments.

Match Funding: We need to compile a list of people that can do match funding. Laura Weston said her company does match funding. Committee to find others once we have established ourselves.

A parent mentioned that within a charity they are trustees for, they liaise with a person who's job is to find funding for the charity. E.g., the charity say they require £10,000 and that person goes away finds the money and takes a percentage. This may be worth investigating. Committee to discuss once established.

Emma Stone to collate chat information from meeting and pass onto the officers.

Emma Southern to go through list of contacts filled in from school and through chat information to ensure all people have been added to the Whatsapp chat.

Amy to check through the chat information and ensure we have not missed anyone off who wanted to be on committee.

Emma stone to publish slides from the meeting on website.

Officers to setup PTA committee Whatsapp group chat and start to organise our next meeting.

Lynn to send out a message on the PTA Whatsapp group which is already setup showing the names of the elected officers and committee members to inform everyone but also to thank everyone for attending the meeting and committing to help/run the pta.

Emma Stone to setup accounts on Parent Kind for the officers.