

**MINUTES of AGM**

**Held on Thursday 14th September 2017  
from 7.00 to 7.30 pm   
at Alves Primary School**

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| **PRESENT:** | **Acting Chairperson:** | Donna Jarman (DJ) – *standing down* |
|  | **Acting Secretary:** | Jan Masson (JM) – *standing down* |
|  | **Treasurer:** | Christine Fleetham (CF) |
|  | **Head Teacher:** | James McLeman (JMcL) |
|  | **Teacher Representative:** | Nicola Blair (NB) |
|  | **Parents / carers:** | Shakeel Ansari (SA) Val Cooke (VC) Susan Munro (SM) |
| **APOLOGIES:** | Nicola Manson, Katherine Morgan, Gavin Morgan, Sean Pritchard *(standing down),* Rachel Bradley, Ian Robinson | |

| **Item** | **MATTERS DISCUSSED AND DECISIONS MADE** | **FOLLOW UP** |
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| 1. | Notice had been received from **Donna Jarman, Jan Masson** and **Sean Pritchard** that they wished to stand down from the Parent Council.  **JM** and **DJ** are happy to continue being involved and to receive emails.  **SP** is happy to help when he can especially with discos.  **INTRODUCTION AND WELCOME DJ** welcomedeveryone to the meeting and advised she would act as Chairperson until a new Chair was elected. |  |
| 2. | **MINUTES FROM LAST AGM held 15.09.2016** Minutes of AGM held on 15.09.2016 had been distributed and posted on Alves Glow prior to the meeting. There were no issues or amendments and the Minutes were accepted as accurate. **Proposed by:** **CF** / **Seconded by: SM** |  |
| 3. | **CHAIRPERSON’S REPORT** Donna reported that it had been another successful year for APPC and expressed thanks to all members for their hard work and support. Donna had enjoyed her role as Chairperson but was standing down due to work commitments. |  |
| 4. | **TREASURER’S REPORT CF** presented the accounts for the 2016/2017 session and gave an overview of the income raised and funds spent. |  |
| 5. | **ELECTION OF OFFICE BEARERS**  **Chairperson –** there were no volunteers for the post of Chairperson.  **CF** to contact Nicola Manson and Rachel Bradley who were unable to attend the meeting and ask if they would like to take on the role of Chairperson.  **Secretary** – **SHAKEEL ANSARI** (new member)   **Proposed by: CF / seconded by: SM**  **Treasurer** – **CHRISTINE FLEETHAM** volunteered to continue  **Proposed by: JM / Seconded by DJ**  **AGREED PARENT COUNCIL MEMBERS** Val Cooke Susan Munro Donna Jarman Jan Masson Katherine Morgan Gavin Morgan Ian Robinson | CF |
| 6. | **CONSTITUTION SM** advised that the Constitution needs to be updated. SM to review and redraft in line with current legislation and the requirements of APPC. Draft to be sent out to APPC members and SPTC for their input and agreement before being presented to the Parent Forum for final approval. | SM |
| 7. | **QUORUM** The quorum was agreed to remain at four members. |  |
| 8. | **NEXT AGM MEETING**  Next AGM – Thursday 13th September 2018 |  |