

**Chepstow School AGM 2024**  
**Registered Charity No. 1202705**  
**Thursday 19th September, 6pm**

**1] Welcome & Apologies for absence.**

**Present** - Sarah Trim, Lou Crown, Sajini Anson, Steve Curran, Sarita Thomas, Luca Goddard, Helen Steele, James Hodkinson, Sarah Denne, Louise Mayo, Rachel Plowman & Dan Harris.

**Apologies** - Kelly Waythe, Keith Dunn, Lisa Lane, Emma Ball, Sam Day, Aimee White, Hannah Ramsey & Kath Matthews.

**2] Minutes of the Annual General Meeting held on (14/09/2023)**

Can be found on Chepstow School website.

**3] Matters arising from previous minutes.**

James & Aimee to be added to the committee by email and whatsApp. Completed.

**4] Chair's Report for September 2023/ July 2024.** - attached separately as a PDF

**5] Treasurer's Report for the year ending 31st July 2024**

Please find attached.

**Balance at the beginning of the year** - £4014

**Balance at the end of the year** - £3900

**Raised £8218 and Spent** - £6500

Confirmed £1000 to remain in the account at all times.

**Note**- Treasurer's report is from 1st August - 31st July.

Charity commission is set up for accounts from 1st June - 31st May.

These dates can not be changed this year but can be changed for the following year.

**Action** - Luca to enquire with IT to find Effort vs gain document on teams.

**6] Appointment of an Independent Examiner of Accounts for the year ending 31st July 2024.**

An independent examiner is only required if PTA accounts are £25,000 or above.

Therefore this is not currently needed.

**7] Election of Officers and Trustees of the Committee.**

All officers & trustees step down

**Chair** - Helen to remain in position.

Voted for by Sarita, Steve and Rachel.

**Co - Chair** - Sarita resigns. No re-election.

Sarita would like to continue on the committee as an ordinary committee member.

**Secretary**- Sarah Trim resigns.

Kath Matthews nominated after discussions outside of the meeting.

Voted for by Helen & Dan.

**Treasurer** - James to remain in position

Voted for by Sarah D & Sarah T.

**Other Officer(s)**

**Social media communicator** - Luca Goddard

Voted for by Helen & Sarita

**Grant coordinator** - No volunteer

**Raffle coordinator** - No volunteer

**Catering coordinator** – Sarah Denne and Sarita Thomas

**Trustees** - Section 6.2 of the constitution states that trustees hold office until the AGM.

Currently Sarita, Virginia, Helen & Steve are trustees.

Re-elected: Steve, Helen, Sarita

Steve explains the role of a trustee. To work for the benefit of the charity.

There is a discussion that if a trustee is not active on the PTA can they remain as a trustee.

It was agreed that a trustee's role could not be fulfilled if they are not active on the PTA.

**Action** - Steve to email Virginia, Helen to be cc'd with information about the role of a trustee and a time limit for her to object to being removed from the trustee position.

If there is an objection it will need to be discussed again with PTA members at the next meeting.

**Action** - James to be added as a trustee

**Action** - Kath to confirm if she would like to be a trustee.

**Other business -**

\*Monmouthshire County council are offering courses. For example; social media, first aid, food hygiene.

**Action** - To get in touch with Helen for more information if any PTA member would like to attend.

\*Canva pro a design app is free for charities. Suggested when downloading to use the PTA email address given to members.

**Action** - Lisa to update on universal email addresses for Chair, Treasurer and Secretary.

**\*Action** - Luca to set up a printing PTA account.

\*Discussed students can't join PTA until 18+ but student voice is welcome, event ideas or items for the wish list.

Every form has a form rep that ideas can be shared with.

**AGM Closes.**

**PTA Monthly Meeting Commences.**

\*Sajini leaves.

### **Outstanding actions**

\*Purchasing an additional sum up machine - it was confirmed that PTA do not need another sum up machine.

The one currently owned has 3g enabled so will work when there is no wifi.

**Action** - James to liase with Virginia to set new emails and passwords for the devices.

### **Business carried forward**

#### **Wish List**

Any requests to be emailed to Helen.

#### **Events -**

**Year 6 Open Evening** - Thursday 26th September 5pm - 8pm

Complimentary teas and coffees, hand out leaflets and advertise PTA.

**Volunteers** - Lou, Rachel, Helen, Sarah D

**Action** - Helen to bring milk and squash.

**6th Form Open Evening** - Thursday 10th October, 5pm - 6pm.

Tea & coffee to be set up for self service.

Sarah D, Helen, James and Sarita are at the event.

**Action** - Luca to ask the caretaker for tables and urn for both events.

**Bingo** - Friday 11th October 6.30pm - 9pm prompt.

5.15pm set up.

**Volunteers** - Sarita, Helen, Lou, Louise, Hannah to be caller.

**Action** - Hannah to buy prizes.

**Action** - Emma/Kath to buy alcohol license.

**Action** - Sarah D & Sarita to buy stock. To include prizes for heads and tails and more bingo dabbers.

Suggested to stock take at the beginning and end of an event to know what has sold and what is needed for future events.

**Action** - Helen to email Emma Wilks regarding bingo tickets & to email Victoria to set up ticket source.

**Action** – Sarita to sort a raffle

**Action** - Dan to email Aramark to see if they will donate the food. - Confirmed they will.

Aramark was thanked for all the donations previously.

Dan will cook.

**Action** - Luca to advertise

**Disco** - Friday 18th October. Suggested Years 7,8,9. Ideally advanced ticket sales only.

**Volunteers** - Lou, Rachel (face paint), James, Helen, Sarita.

**Action** - Dan to confirm if year 7s are comfortable with year 9s joining, to check the maximum capacity of the hall, to see if students or teachers will run the music and just dance, if Kelly will organise a raffle.

Max capacity of the hall is 275 so might have to do a Year 7 disco followed by a combined 8&9 if required.

Dan has confirmed the school will run disco through the PA system.

**Bonfire night** - This years community firework night is cancelled. Due to not getting the permissions needed.

Suggested offering to sell hot chocolate at other bonfire events.

**Rags to Riches** - Tuesday 12th November.

Bags can be taken in to school at any time.

Suggested putting up posters for teachers and for community groups using the school to see.

**Action** - Sarah T to send Lou the advertising poster to put up at work.

**Action** - Dan to confirm the new school coordinator – It will be Victoria Bradford

**Action** - Sarah T to change the email address on the account.

**Christmas Fayre** -

Stall holders were keen to come back.

Further discussion is needed.

\***Santa/festive Run** suggested, selling hot chocolate, mulled wine, mince pies. Pay to enter.

\***Summer social** / hog roast, colour run. TBC.

**AOB**

\*Update needed on Hair straightener raffle.

Attendees were thanked and meeting is closed.

**Date of next meeting**

**Wednesday 2nd October, 6pm.**