

**PARENTS, TEACHERS, FRIENDS ASSOCIATION OF  
CHIPSTEAD VALLEY PRIMARY SCHOOL**

**ANNUAL GENERAL MEETING (AGM)**

**MINUTES OF MEETING HELD ON WEDNESDAY 8TH MAY 2024 AT 7.00PM STAFF ROOM**

Attended By: Clare Rackham, Vikki Pope, Esther Hoare, Shelly Rowe, Eddie Elliot, Jody Tranter, Sarah Coombes, Julia Orr, Rebecca Herrera, Vicky MacGregor, Katie Burrows, Heather Scott, Charlotte Ellison, Laura McBride, Cristina Cristoi, Rob Farris, Sarah Bell, Catherine Tully

Apologies: Denise Rowden, Lisa Mansfield

**1) Welcome**

Clare Rackham welcomed everyone and thanked parents for attending the AGM.

**2) Minutes Agreed**

The minutes of the last AGM on 19 April 2023 were agreed as accurate and quorate.

**3) Chairs Report**

Clare Rackham outlined that it had been a successful year of PTFA events and gave huge thanks to everyone who had supported the PTFA with both organising and attending events for the children. The Summer Fair, Fireworks Night and Discos were all well attended and were great fun. As a school we are excited about the future events such as the Summer Fun Evening and possible Quiz Night. This year some funding has gone towards the school curriculum, which was agreed to support the school during a difficult period of budgeting. The remaining balance of this does not need to be funded now due to updated budgeting, this will now be released from reserves. We are also pleased to have supported the school with funding for the new ICT Suite which the children love using.

**4) Treasurers Report**

Balances of accounts were confirmed as:

PTFA Current Account:	£14,462.61
Savings A/C	£4,541.56
<b>Total</b>	<b>£19,004.17</b>

**2022 Accounts – Audited**

Total income £41,720.00

Total expenditure £34,542

Cash balance £15,915

**2023 Accounts – To be finalised and Audited**

These will be confirmed at the next AGM.

**5) Appointment of Independent Examiner**

Hakim Fry Chartered Accountants in Epsom will continue to audit the PTFA accounts.

**6) PTFA Positions/ Posts**

Applicants/ proposals were requested for the following roles and agreed as follows:

<b>CHAIR</b>	Rebecca Herrera, proposed by Clare Rackham, 2 <sup>nd</sup> by Vikki Pope
<b>VICE-CHAIR</b>	Position vacant
<b>SECRETARY</b>	Shelly Rowe, no objections

**1<sup>st</sup> TREASURER**

Cristina Cristoi, no objections

**2<sup>nd</sup> TREASURER**

Lisa Mansfield, proposed by Shelly Rowe, 2<sup>nd</sup> Vikki Pope

**COMMITTEE**

**MEMBERS**

Vikki Pope, no objections

Denise Rowden, proposed by Shelly Rowe, 2<sup>nd</sup> by Clare Rackham

Katie Burrows, no objections

**TRUSTEES**

All the above-mentioned 7 committee members now formally become trustees of the PTFA.

**7) AOB**

Julia Orr has formally stepped down from the PTFA as a Trustee. The PTFA would like to give huge thanks to her for all her hard work with us over the years and especially for all the lovely refreshments she has laid on at almost every event. She will be hugely missed!!!

The meeting closed at approx. 7.05pm.