

# Bishop Chavasse CofE Primary School PTA



## BCS PTA – Annual General Meeting

5pm, 4<sup>th</sup> November 2024

**At school and via Teams. 20 members of staff and parents attended.**

Alexander Woods (AW) put himself forward as Chair of the AGM to host the meeting until a committee was elected, as a parent, someone with governance knowledge, and as someone not standing for any of the core PTA committee roles. AW presented the draft PTA constitution and terms of reference, circulated before the meeting to parents and staff.

1. **PTA constitution** – AW presented the Parentkind model constitution as a best practice fit for the new PTA – it would also enable a fast track to charitable status, if pursued. The proposal was agreed and the Parentkind model constitution adopted and signed.
2. **Election of PTA Committee:** AW set out that the committee would comprise elected volunteers drawn from the membership of PTA (i.e. all parents, carers and staff members of the school). The committee would need to be accountable, and given the necessary authority to carry out its role. Two categories of roles – officer roles (Chair, Vice Chair, Treasurer, Secretary) and additional roles. The aim would be to share the various loads, so one person would not be wholly responsible for all actions falling under their job title, for example, an Events Lead might coordinate several events organisers for different events throughout the year.

The committee was voted unanimously as follows:

### **Officer roles**

**Chair** - Annemarie Roberts

**Vice Chair** - Emma Spencer and Katie Smith (job share)

**Treasurer** - Louisa Cherry and Sarah Holland (job share)

**Secretary** - Nicola Stanton

### **Additional roles**

Events leads – Susanna Fabry-Crowe, Passent Horan, Sarah Pullen Underhill

Design lead – Susanna Fabry-Crowe

Comms lead – Nicola Stanton, with support

'Members at large' – Alexander Woods, Becks Hood, Sally Ley, Charlotte Nicholas, Vanessa Tiltman, Patricia Rocha Jordan, Mark Philpott, Hilary Taylor and Barrie Lucas

3. **Adopting Terms of Reference** – AW explained that the ToRs would provide clarity over the roles and responsibilities of the committee, and go into more detail as to what the committee would do. We would want to reflect the uniqueness of BCS that was not captured under the generic Parentkind constitution. Encouraging a volunteer culture would be a core objective, and the job descriptions edited, for example to raise the role of Vice Chair. The Terms of Reference were unanimously agreed.
4. **Financial statement** – a standing agenda item on any PTA AGM, but starting from a blank sheet of paper, there was no financial statement available. Mrs Hood was awaiting BH clarification on finances to inform ongoing planning.

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5. **AOB – Charitable status:** the new committee voted to give the PTA charitable status.  
Action: the Treasurers will take forward the application for charitable status and open a PTA bank account.
  
6. **Date of next meeting:** the next PTA AGM will be held in September 2025. A closing meeting would be held towards the end of the school year in July 2025.