

**Parent, Teacher and Friends Association of Saint Mary's CVA Glossop**

**Annual General Meeting Minutes**

**Wednesday 8th December 2021**

**Attending:**

Mr Ackers

Mrs Rudd

Net Bell

Tammy Latham and Jessica

Nikki Dewey

Laura Done

<b>Description</b>	<b>Discussion</b>	<b>Action/Who</b>
AGM Minutes	Previous AGM minutes approved (2019)	PTFA
AGM Aims	<ul style="list-style-type: none"><li>• To rebuild a PTFA</li><li>• To get some events planned</li><li>• To focus on building community first, raising money second.</li><li>• To focus on the children. Ask ourselves in summary 'what have we done for the children'</li></ul>	PTFA
Treasurer Report	Limited activity in terms of finances because of lockdown.  Discussed the idea of opening a new bank account, changing the correspondence address to school and making the treasurer, chair and secretary signatories.	To set up new account and approach current signatories. NB TL  Finance Deadline Jan 2022 TL ND
PTFA Roles	PTFA role descriptions discussed.  Voted into post:	NB TL LD

	Chair: Net Bell Treasurer: Tammy Latham Secretary: Laura Done	ND will support the PTFA with the treasurer role.
Volunteers	We discussed asking for volunteers and offering specific times and outlining the jobs so its clear what people would be signing up for.	PTFA
Toast Club	To start up again in January 2022.  We need volunteers to help run it on a Monday morning. Aim to promote the first week back and begin toast club Monday 17 <sup>th</sup> January	Flyer for volunteers LD  Teach new PTFA/volunteers how toast club runs ND  Locate the toast box! NB ND
PTFA Shared Access Drive	We discussed the idea of a generic inbox for all PTFA emails that can be accessed by members.  We spoke about the idea of storing files and details of volunteers and the implications of storing peoples data.	To look into email address/GDPR/sharing files  LD
Insurances and Policies	We need to find out if/when our insurances and licenses need renewing.  Access Parent Kind  Consider new covid risk assessments.	Log on to Parent Kind NB ND
PTFA volunteers survey	We discussed the idea of having a survey for parents to indicate when they are free to help or what sort of tasks they would like to volunteer for.	
Next Meeting	Tuesday 25 <sup>th</sup> January 2022	