

# Wybunbury Delves Primary School

## Minutes - PTA Committee Meeting

Monday 14th November 2022

7:30pm Video Call

### IN ATTENDANCE

Sarah Mellor

Jenny Sykes

Katie Buckingham

Claire Barnett

### MINUTES RECORDED AND WRITTEN BY

Claire Barnett

### APOLOGIES RECEIVED

Mrs Chesters

### PURPOSE

To update and annotate the PTA constitution and discuss holding EGM

### AGENDA TOPICS

#### 1) Constitution

Points to raise, in order of appearance on the Wybunbury Delves PTA Constitution

#### 4.2 • Distribute relevant information

DISCUSSION (Minutes and agendas need to be added to the web page as soon as possible after all meetings. Agendas to be emailed to all families before meetings. Past agendas to be kept on file but hidden from web page after meetings to avoid confusion.)

4.6 Sub-committees must have at least one member who is also a committee member and all proceedings must be reported to the main committee.

DISCUSSION (Lindsey Kelly to form a sub-committee with one other named member to be decided with Lindsey's input)

5.7. Membership to the PTA will be terminated if:

- The member dies.
- The member resigns by written notice to the PTA.

- The majority of members agree that a particular member's actions or behaviour undermines the objects of the PTA.

ADD (Named members of the committee are able to step down at any time including at general PTA meetings, AGM's, and EGM's. Verbal resignations must be followed up by a written resignation within 5 working days)

## ADD NEW CONSTITUTION POINT

### 5.10 Electing new committee members

- All families made aware that all seats on the committee will be available at the AGM.
- All families made aware that to stand for committee, they will need to tell the meeting why they think they would be good in the role, either written if apologies are sent, or in person.
- All families made aware that role sharing is acceptable.
- Votes to be held for every position. Everyone at the meeting will get 1 vote. In the event of a tie the Headteacher will decide.

7.4. The chair of the PTA committee will ensure AGMs are called by giving no less than 21 clear days written notice to all members.

- The notice will specify the date, time and location of the AGM and give an overview of the agenda.

DISCUSSION (First email notification 26/09/2022, AGM held 13/10/2022. 17 days. EGM to be called in January with appropriate notice)

7.5. The quorum at an AGM will be at least twice the number of PTA members in office at the start of the meeting. [The only exception for this would be at an AGM where the PTA is being dissolved.]

DISCUSSION (5 Committee members present, 4 PTA members present at the start of the meeting)

REMOVE (at least twice the number)

ADD (at least half the number (rounded up))

7.6. Unless stated otherwise, issues discussed at AGMs will be decided by a majority vote.

ADD (of all present)

7.11. A general meeting may also be called for special reasons and, if so, will be called an extraordinary general meeting (EGM). For members of the association to call an EGM, there must be a request for an EGM from at least 10 members – the committee must then call an EGM within 21 days of the written request being received. Following this, the EGM must take place within three months.

(Wording needs amendment, 10 members unachievable)

REMOVE (10 members)

ADD (3 members)

8.2. Committee members are elected at an AGM ADD (, or during the year at general meetings if a member has stepped down and a role is available,) and hold office until the next AGM.

11.3. The committee will keep records of:

- All proceedings at general meetings.
- All proceedings at committee meetings.
- All reports of sub-committees.

DISCUSSION (No amendments to be made in this section, note subcommittee reports)

13.2. Committee members may enter into contracts for the provision of goods and services with the association, provided that:

- The maximum value is set out in writing and is reasonable.
- Committee members agree that entering into the agreement is in the best interests of the charity.
- The total number of committee members entitled to the remuneration is a minority.

DISCUSSION (Ambiguous language, 'reasonable')

REMOVE (reasonable)

ADD (not above £250)

ADD (items above £250 must be voted on and written quotations provided)

15.2. The PTA committee will follow the school's Complaints Procedure Policy.

DISCUSSION (The constitution allows the PTA to draft its own CPP, no copy of school CPP in our documents)

PROPOSED OUTCOME (Add the schools CCP link to our section on the web page)

## 17. Amendments

17.1. This constitution may be amended at a general meeting by a two-thirds majority vote.

17.2. Members must be given 21 days' notice of any proposed amendments.

17.3. Amendments are not valid if they make any fundamental changes to the association's core objectives or negatively affect the association's charitable status.

17.4. Amendments to section 11 may only be made with the prior consent of the Charity Commission.

17.5. A copy of any resolution to amend the constitution will be sent to the Charity Commission within 21 days of it being passed.

DISCUSSION (make sure this is followed for the EGM)

## 19. Review

19.1. This policy is reviewed every two years by the chair of the committee and the headteacher.

DISCUSSION (Each year at the AGM)

REMOVE (every two years by the chair and the headteacher.)

ADD (every year at the AGM by all present at the meeting.)

19.2. The scheduled review date for this policy is September 2021

DISCUSSION (Out of Date)

REMOVE (September 2021)

ADD (September 2023)

## 2) Moving forward

Clear and precise job roles outlined for all committee named roles. To be written and presented at EGM for approval votes.

To amend the Constitution, we will need a general meeting or EGM by a two-thirds vote on each amendment. Then 21 days' notice of amendments.

EGM to be held in January to avoid clashes with busy Christmas period. Date to be agreed with Mrs Chesters and committee.

Notice to be sent out with proposed changes to the constitution in a timely manner.

All families made aware that all seats on the committee will be available at the EGM.

All families made aware that role sharing on the committee is acceptable.

All families made aware that to stand for committee, they will need to tell the meeting why they think they would be good in the role, either written if apologies are sent, or in person.

Votes to be held for every position. Everyone at the meeting will get 1 vote. In the event of a tie the Headteacher will decide.

## 3) A.O.B

Time was provided for a discussion about PTA conduct and general feedback from families. Issues regarding negative comments were discussed.

Katie Buckingham stepped down from her role as Vice-Chair with immediate effect.

Next meeting - Wednesday 16<sup>th</sup>, 7pm, Boars Head.

Video call terminated at 10.36pm.