West Monkton Primary School
Parent Teacher Association
Registered Charity No. 123456

ANNUAL GENERAL MEETING MINUTES

25th September 2025

Held in the School at 7.00pm

AGENDA

Ordinary Business

1] Apologies: Michelle, Hayley

2] Attended: Kelly, Irene, Katie, Jenna, Claire E, Jess, Suze, Hannah, Lisa L, Keria, Lisa S, Karly, Claire M

3] Chair's Report for 2025/2026 (**see attached**)

4] Treasurer's Report for the year ending 31st August 2026 (**See attached**)

5] Election of Officers and Trustees of the Committee:

Chair - **Claire** (Proposed by Claire M. Seconded by Amy)
Secretary - **Jess** (Proposed by Lisa S. Seconded by Claire E)
Treasurer - **Katie** (Proposed by Jess C. Seconded by Jenna O)

9] Any Other Business

- Keria: IT equipment ordered over the summer a trolley of chrome books and iPad, staff devices are now needed. Outdoor provisions, reception and KS1 outdoor provision. Shade would also be a particular need. Idea of poles/sails for some instant shade for perhaps Summer 2027.

- Ask for teacher representation in the meetings. Ideas to share agenda with the school before the meeting to get some ideas or feedback on the agenda.

- Quiz, Amy sorting the questions. Adults and kids questions. 8 rounds including picture round.

- Christmas – Santa invited and attending. Lots of stall holders are interested, 17 forms have been sent out so far. Move sellers into the heart space.

Next meeting – 2nd of October, the Bathpool Inn, 7.30pm.