

**Westfield Primary School
PTA
Registered Charity Number 1179412**

Minutes of ANNUAL GENERAL MEETING

4th December 2023

To be held at school 4.00pm

AGENDA

Ordinary Business

1] Apologies for absence

Miss Pope, apologies received and accepted.

2] Minutes of the Annual General Meeting held on 26th September 2022

Minutes approved as an accurate record.

3] Matters arising from the Minutes

PTA newsletter to be sent out at the end of each term by Lesley (Chair)

4] Chair's / Treasurers Report for 2022/2023

Report received and approved.

5] Appointment of an Independent Examiner of Accounts for the year ending March 2024

Wendy Wilson appointed to complete audit of accounts for the year ending March 2024.

6] Election of Officers and Trustees of the Committee

Chair	Mrs Lesley Jones
Secretary	Mrs Joanne Berry
Treasurer	Mrs Nicola Shepherd
Other Officer(s)	Mrs Lindsey Jones
Ordinary Committee members	

Special Business

8] Parentkind Renewal – cost £153.00

Agreed to renew Parentkind membership. We need to ensure any stall holders have their own insurance at any PTA events.

Fundraising Dates for 2024/2025

Dates to be confirmed with Miss Pope for the following events

- Spring term 1 Disco
- Easter Bingo
- Summer term 1 Disco
- Summer term 2 Film Night
- Summer Fayre
- Family Quiz ?? Send a survey to see if families would like this?
- 5p challenge

School Lottery – license needs to be renewed £20.00

Lottery license to be renewed at a cost of £20.00.

Planners are not to be funded for 2024-2025 to allow PTA to focus on the outdoor classroom.

Meeting closed at 4.45pm.

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