



Plympton St Maurice Primary School –
PTFA Committee
Annual General Meeting
28th September 2018

Attendees

Mrs H Rose
Mrs E Hughes
Mrs M Short
Mrs T Adkins
Mrs Irvine
Mrs Yabsley
Mrs Ackrell

Sarah Jane Tustain, Headteacher
Karen Allen, Business Manager

Agenda

1. Apologies for absence
2. Election of Chairperson
3. Election of Treasurer
4. Election of Secretary
5. Receive the accounts for the previous year
6. Appoint an auditor
7. Date of next meeting

1. Apologies for absence

Mr Nigel Taylor, Secretary

2. Election of Chairperson

Mrs Tustain acted as chair to fulfill the election of Chairperson. As there had been no nominations received Mrs Tustain asked if any person present would be interested in taking up the role of Chairperson. Mrs Emma Hughes volunteered and all those present were in agreement.

3. Election of Treasurer

No nominations had been received. Mrs Rose advised that she would be happy to continue as Treasurer. All those present were in agreement.

4. Election of Secretary

No nominations had been received. Mrs Tustain nominated Mr Taylor, in his absence, to continue as Secretary. As long as Mr Taylor agreed, all those present were in agreement.

5. Receive the accounts for the previous year

Mrs Rose produced a report detailing the income and expenditure transactions for the previous year. The report showed that there was a credit balance of £1905.45 which reconciled with the latest bank statement.

6. Appoint an Auditor

Mrs Allen advised that in previous years the PTFA had used the services of Mr Peter Vassallo who had also been instructed to audit the school's Voluntary Fund account. The members present were in agreement for Mrs Allen to contact Mr Vassallo to ask him to audit the accounts for this year.

7. Date of next meeting

Friday 30th November 2018 at 8.50 am at Plympton St Maurice Primary School.