

Dormston School Parent Teacher Association  
**ANNUAL GENERAL MEETING**

Thursday 14 November 2019 at 7.00pm  
Conference Room

## **AGENDA**

### **Ordinary Business**

1. **Apologies for Absence**

Heather Pitt, Karen Astbury, Sharon Hunt

2. **Election of Officers**

Candidates for election to the Chair, Secretary and Treasurer roles will briefly introduce themselves to the AGM before elections takes place. Ordinary Committee Members who have been unable to attend the meeting tonight have sent their vote via proxy. In the event of any further nominations being received on the evening they will be consulted.

- **Chair** (Lucy Hignett)
- **Secretary** (Lesley-Ann Lowe)
- **Treasurer** (Claire Reynolds)
- Ordinary Committee Members
  - Sharon Hunt
  - Emma-Craig Bennett
  - Heather Pitt
  - Leona Bateman
  - Karen Astbury
  - Lisa Watson
  - Charlie Wilson
  - Jenny Ellitts

### **Any Other Business**

3. Official Name of 'Dormston PTA'
4. Adoption and Signing of Constitution
5. Sharing of Public Liability Insurance Arrangements
6. Appointment of an Independent Examiner of Accounts for the year ending 30 April 2021
7. PTA Bank Account Set Up Arrangements/Start Up Fund
8. Charity Registration (Legally Required with income of £5k but gives us access to grants e.g. Foyle Foundation)
9. ParentKind Membership Log-on Access for Elected Members
10. PTA Official Introduction to Parents & Community
11. Date of first PTA Meeting
12. Scope of first PTA Meeting (3 PTA meetings are required per year, one of which can be our AGM!)