

**Gainsborough Primary and Nursery School
Parent Teacher Association
Registered Charity No. 116188**

ANNUAL GENERAL MEETING

**Minutes AGM
4th December 2019**

Held in the school Hall at 5.30pm

Opening

The regular meeting of the GPNS PTA was called to order at 5.30pm on 4th December 2019 in the school hall by Mrs Spencer.

Present

Mrs Spencer, Mrs Booth, Natalie O'Neill, Tracey Blount, Nicola Dye, Tracy Jennings, Steph Stalgis, Katie Livesley, Helen Musker, Lee Smith, Karen Steele, Sarah Saunders

Approval of Agenda

The agenda was unanimously approved as distributed.

Open Issues

Election of Officers and Trustees of the Committee

- **Chair** – 2 nominations both seconded. Lee Smith and Nicola Dye.
Lee Smith voted in as chair by majority
Nicola Dye asked to stand as Vice Chair
- **Secretary** – 2 nominations both seconded. Sarah Saunders and Karen Steele as a joint nomination and Helen Musker.
Sarah Saunders and Karen Steele voted in as joint Secretary
- **Treasurer** – 1 nomination, seconded.
Mrs Kneale (absent) voted in as Treasurer. Federation Finance officer Mrs Doyle will be asked for her assistance.
- **Other Officers** – Mrs Spencer will be the School Liaison Officer
- **Ordinary Committee members** – Those present
Natalie O'Neill, Tracey Blount, Tracy Jennings, Steph Stalgis, Katie Livesley, Helen Musker.

All parents/carers are automatically made members of the PTA. Anyone is welcome to join at anytime and will be welcomed at all meetings and AGM.

Current Events

- Christmas Hampers – a good collection of items have been received, donated by parents from the school. They now require packing in to appropriate Hamper gifts for the raffle.

Agenda for Next Meeting

- Constitution
- Safeguarding,
- Insurance,
- Licences,
- Health and safety
- Events & Ideas

Adjournment

Meeting was adjourned at 6.15pm by Mrs Spencer. The next general meeting will be at 3.30pm on Wednesday 22nd January 2020, in the meeting room.

Minutes submitted by: Sarah Saunders
Approved by: Karen Spencer