



Meeting Minutes

for the

Claygate County Schools Parents Association 2023 Annual General Meeting

Meeting Date:	19th October 2023
Place:	Claygate Community Centre, Elm Road, Claygate KT10 0EH
Time:	18:30
Attendees:	<p>Emily Tye - Chair (ET) Lee Wateridge - Treasurer (LW) Natasha Schoeler - Secretary (NS) Susanna Synan Jones (SSJ) Sally Barnes (SB) Nicola Yates - Co Chair (late due to prior commitment) (NY) Sandra Cunningham - CPS Headteacher (late due to mix-up over AGM times) (SC) Hilary Ali - CPS Deputy Head (late due to mix-up over AGM times) (HA)</p>
Apologies:	

AGENDA ITEMS

- Opening remarks
 - With five members, including three trustees present at 18:30, ET confirmed that a quorum was present and opened the meeting
- Minutes of the previous meeting
 - No outstanding matters were raised. The minutes of the 2022 AGM were accepted
- Reports and accounts
 - ET presented the Annual Report to the meeting

- LW presented the Accounts to the meeting
- NS put the acceptance of the Annual Report and Accounts to a vote
 - Following a show of hands, the Annual Report and Accounts were accepted by unanimous agreement
- Independent Examiner
 - LW thanked Janet Millard for undertaking the Independent Examination of the accounts for the past few years and accepted her desire to stand down from the role
 - LW proposed that Paul Hickson be appointed to undertake the independent examination of the 22/23 accounts
 - Following a show of hands, Paul Hickson is appointed to undertake the independent examination of the 22/23 accounts by unanimous agreement
- Appointment of charity trustees
 - LW proposed that Emily Tye be re-appointed as Chair for a second period of one year
 - Following a show of hands, Emily Tye is re-appointed as Chair by unanimous agreement
 - ET proposed that Nicola Yates be re-appointed as Co-Chair for a second period of one year
 - Following a show of hands, Nicola Yates is re-appointed as Co-Chair by unanimous agreement
 - ET proposed that Natasha Schoeler be re-appointed as Secretary for a second period of one year
 - Following a show of hands, Natasha Schoeler is re-appointed as Secretary by unanimous agreement
 - ET proposed that Lee Wateridge be re-appointed as Treasurer for a second period of one year
 - Following a show of hands, Lee Waterindge is re-appointed as Treasurer by unanimous agreement
- Resolution to change the charity name
 - LW proposed the following resolutions:
 - That the name of the charity be changed from “Claygate County Schools Parents Association” to “Claygate Primary School Parents Association”.



- That Clause 1 of the constitution (adopted 24 October 1974) be amended as follows:
 - Delete: “The name of the Association shall be the Claygate County Schools parents’ association.”
 - Replace with: “The name of the Association shall be Claygate Primary School Parents Association.”
- NS put the resolution to a vote
 - Following a show of hands ,the resolution to change the charity name was passed by unanimous agreement
- Resolution to change the minimum number of committee numbers
 - LW proposed the following resolutions:
 - That the required number of Committee members be reduced from 12 to 4
 - That Clause 7 of the constitution (adopted 24 October 1974) be amended as follows:
 - Delete: “The Committee shall consist of ten parents (including the Officers) representing both schools, to be elected annually. There shall also be a teacher to act as a liaison officer, making the total of twelve Committee members.”
 - Replace with: “The Committee shall consist of the four Officers of the Association, to be elected annually.”
 - ET further proposed that the required number of Committee members be reduced to 3 if allowed by the Charities Commision
 - LW agreed to investigate if reducing to 3 Committee members was possible
 - NS put the resolution to a vote
 - Following a show of hands, the resolution to change the required number of Committee members to 3 (if allowed by the Charity Commission) or 4 was passed by unanimous agreement
- Resolution to change the auditing requirement
 - LW proposed the following resolutions:
 - That the requirement to have the Associations accounts audited be changed to match current Charities Commission requirements.
 - That Clause 11 of the constitution (adopted 24 October 1974) be amended as follows:



- Delete: “The accounts must be audited by an auditor appointed at the Annual General Meeting.”
- Replace with: “In any financial year where the Associations gross income exceeds £25,000 the Trustees must arrange for an independent examination of the charity’s accounts.”
- NS put the resolution to a vote
 - Following a show of hands, the resolution to change change the auditing requirement was passed by unanimous agreement
- 23/24 Funding
 - SC and HA attended from 18.30. SC thanked the PA team for all their hard work.
 - ET, SB, SSJ, NY and NS discussed 23/24 funding priorities with SC and HA, following receipt of the ‘Wish List’ from the Senior Leadership team in September. We agreed that NS would request further information on certain items on the Wish List and, pending responses, the PA would be willing to fund certain items immediately. The PA will then decide which other items on the Wish List will be fundraised for at PA events throughout this academic year.
- Any other business
 - No matters raised
- Closing remarks
 - At 19:30, ET thanked everyone for attending and closed the meeting