



PTA EGM Minutes

Held on Wednesday 1st November 2023

Present: Sara Deadman (SD), Mark Weider (MW), David Spedding (DS), Tina Shepherd (TS), Freya O'Mara (FOM), Narsing Chennamaneni (NC), Khyati Patel (KP), Julie Culham (JC), Falguni (F), Ginette (G). Total attendees: 9

Item		Action
1	Welcome and Apologies	
2	Election of Treasurer <ul style="list-style-type: none"> Narsing Chennamaneni was nominated by FOM and seconded by DS Appointed	DS to liaise with NC and KP to hand over role.
3	Election Co-Treasurer <ul style="list-style-type: none"> Khyati Patel was nominated by DS and seconded by TS Appointed	After the EGM, another parent came forward to join the Treasury Team – Falguni Dalwadi will be part of the team but not a named officer.
4	Questions and answers about the role of Treasurer captured below: <ul style="list-style-type: none"> What does the role involve? Managing the monetary amounts, obtain floats from bank branch in the Oracle & bank proceeds, filing the accounts, reporting at meetings, projecting cash at the end of the year, match school claims to that which was agreed in PTA meetings, treasurer needs to be part of every event, critical eye for decision making. How often and when? Need floats for events but there is a spreadsheet in the shared folder to use to cost up what is needed and then go online to the bank to order. Around 1-2 hours per week. 	Narsing and Khyati to be added to the PTA whats app chats.
5	Dates of next meetings <ul style="list-style-type: none"> Christmas Fayre organisation meeting Wednesday 15th November 7pm at The Three Tuns- all welcome to join. Next committee meeting 10th January 2024 (hybrid via Teams and at school). 	

These minutes were confirmed by the PTA as a true and accurate record of the meeting.

Signed: Sara Deadman Secretary, Aldryngton PTA

Date: 8th November 2023

1st draft 3rd November 2023