



Bulphan Church of England Academy

Parent Teacher Association (PTA)

Annual General Meeting

2pm Monday 22nd November 2021

Agenda

1. Welcome and head count to check that the meeting is quorate.
2. Apologies
3. Approval of the minutes of the last AGM
4. Chair's/ PTA annual report
 - a. Adoption of Chair's/ PTA annual report
5. Treasurer's annual report & Annual account ending December 2020
 - a. Adoption of Treasurer's report & Annual accounts
 - b. Appointment of an Independent Examiner of Accounts for the year ending December 2020
6. Matters arising
7. Roles & responsibilities of the PTA committee members and officers (see attached)
8. Election of Committee Members and Officers
 - a. Assigning of additional responsibilities
 - i. Parentkind admin (responsible for updating committee membership)
 - ii. Charity Commission admin (responsible for updating the trustees and submitting the annual return)
 - iii. PTA Lottery admin (responsible for overseeing, promoting, administrating and submitting 2 monthly lottery returns to LA)
9. AOB
10. Agree date & time of next PTA meeting