

**BULPHAN ACADEMY PTA**  
**Annual General Meeting**

6<sup>th</sup> October 2022 at 9:30am

**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 2021
  - a. Adoption of Treasurer's report & Annual accounts
  - b. Appointment of an Independent Examiner of Accounts for the year ending December 2021
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