



Friends of Burdett-Coutts Parent Association

Burdett Coutts & Townshend Foundation C.E. Primary School
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Friends of Burdett-Coutts

Abbreviated Minutes of meeting (Tuesday 7th July 2015 @ 9am Ground Floor Hall):

Attendees:

In attendance was Arlene Hamilton, Adlyn Barrett, Azucena Benson, Reena Life, Maureen Salinogan, Ying Timothy, Sandra Brightwell, Nadine De Keyser, Rachida El Mamoun, Nadia Marhri and Narissa Bowles. Alison Seedat sent her apologies.

Name of Association:

It was suggested that **Friends of Burdett-Coutts** would be preferable to include not just parents but also carers, foster parents, grandparents etc. Narissa will confirm that this is ok with Mrs Dyer – the only potential issue with using this name is that it might be the same as the previous PTA. If anyone has any further suggestions, please send them through.

Committee Structure:

We are required to have a minimum of 3 committee members - a Chair, a Secretary and a Treasurer. Given everyone's time commitments, it's been suggested and agreed that we have 5 committee members – a Chair, a Vice-Chair (to stand in for the Chair if required), a Secretary and two Treasurers (Co-treasurers). Depending on the level of involvement from other parents, we can look to having more committee members at a later date. Committee members will stand and be voted in at the AGM.

Standing for Committee:

Narissa has confirmed that she would be happy to stand as Co-treasurer with someone else and Alison has confirmed that she's happy to stand for Secretary. Nadia has indicated she would like to stand for Chair and Reena would stand for Vice-Chair. All committee members will stand and be voted in at the AGM. Narissa will email an application form to everyone wishing to stand. All candidates will need to be nominated by one person and seconded by another.

Number of meetings:

We are required to have 2 Annual General Meetings – one at the start of and one at the end of the academic year. We can have as many Committee Meetings as required within this period. Notification for AGMs has to be given 21 days in advance of the date.

At AGMs we are required to have twice the number of committee members in order for the meeting to go ahead. So with 5 committee members, we would need 10 people attending the AGM in total. For committee meetings, the number is half, so with 5 committee members, we would require 8 attending in total.

The date of the first AGM will be on Thursday the 24th of September 2015 – time TBC. This ties in with International Evening so there will be lots of parents already in school.

Constitution:

The model constitution was passed round. Narissa has read the model constitution (attached) and recommends adopting this. This will be voted upon at the AGM.

Action points and items for discussion for the AGM 24th September 2015:

- Vote in committee members
- Agree and vote in the constitution
- Set up a bank account & register as a charity
- Recruit more parents & fundraising ideas