



SIR THOMAS RICH'S
PARENTS' ASSOCIATION

**MINUTES OF AGM MEETING
HELD IN THE STAFF ROOM
Monday the 21st Nov 2022**

PRESENT: Kerry Canning, Sarah Cripps, Elisa Jordan, Paula Turner, Matthew Morgan, Dawn Davis, Mena Canning, Robin Stroud, Julia Webberley

APOLOGIES: Claire Spencer Razeya Mohamedy, Sarah O'Neill, Hena Mannan-Rahman, Charlotte Pallister, Jackie Safizadeh

Agenda Item	Action Assignee																								
<p>Minutes of the last meeting dated Tuesday 23th November 2021</p> <p>The minutes of the last meeting were agreed with no comments & actions are complete</p>																									
<p>Election of PA committee positions</p> <table border="1" data-bbox="193 1238 1129 1496"> <thead> <tr> <th>Role</th> <th>Person Appointed</th> <th>Nominator</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Kerry Canning</td> <td>Elisa</td> <td>Paula</td> </tr> <tr> <td>Assistant Chair</td> <td>Elisa Jordan</td> <td>Kerry</td> <td>Julia</td> </tr> <tr> <td>Secretary</td> <td>Dawn Davis</td> <td>Kerry</td> <td>Elisa</td> </tr> <tr> <td>Treasurer</td> <td>Paula Turner</td> <td>Sarah</td> <td>Elisa</td> </tr> <tr> <td>Asst Treasurer</td> <td>Anju Andrews</td> <td>Kerry</td> <td>Paula</td> </tr> </tbody> </table> <p>Un-official Roles Elections</p> <ul style="list-style-type: none"> • Refreshment Co-ordinator – Anju Andrews (non-sporting) & Charlotte Pallister (sports) • Shop Manager (PA Volunteer) – Sarah Cripps • Asst Shop Manager (PA Volunteer) – Mena Canning <p>Chair raised thanks to Charlotte Pallister for all her support and hard work in the last year as sports refreshment coordinator</p>	Role	Person Appointed	Nominator	Seconder	Chair	Kerry Canning	Elisa	Paula	Assistant Chair	Elisa Jordan	Kerry	Julia	Secretary	Dawn Davis	Kerry	Elisa	Treasurer	Paula Turner	Sarah	Elisa	Asst Treasurer	Anju Andrews	Kerry	Paula	
Role	Person Appointed	Nominator	Seconder																						
Chair	Kerry Canning	Elisa	Paula																						
Assistant Chair	Elisa Jordan	Kerry	Julia																						
Secretary	Dawn Davis	Kerry	Elisa																						
Treasurer	Paula Turner	Sarah	Elisa																						
Asst Treasurer	Anju Andrews	Kerry	Paula																						

<p>Trustees</p> <ul style="list-style-type: none"> • Sarah Cripps • Kerry Canning • Elisa Jordan • Dawn Davis • Mena Canning • Paula Turner • Charlotte Pallister • Ajay Awati 	
<p>Treasurers Update</p> <ul style="list-style-type: none"> • Paula presented the Treasurer's Report and Management Accounts for the year ended 31st July 2022. The CC17A forms for the same period will be completed from these accounts and submitted to the Charity Commission in due course, after undergoing an Independent Examination by Harper Sheldon. • It was agreed that we are happy to continue using Harper Sheldon to sign off the accounts and that we do not require a full audit this year. A cheaper Independent Examination is all that is required by the Charities Commission and it was agreed that this is sufficient for our needs for this year. 	
<ul style="list-style-type: none"> • Auditor quote to be obtained 	SC

AGM closes at 20:03.