



SIR THOMAS RICH'S
PARENTS' ASSOCIATION

**MINUTES OF AGM MEETING
HELD IN THE STAFF ROOM
Monday the 27th Nov 2023**

PRESENT: Kerry Canning, Elisa Jordan, Paula Turner, Dawn Davis, Sarah Cripps, Matthew Morgan, Mena Canning, Edward Ratzer.

APOLOGIES: Julia Webberley, Razeya Mohamedy, , Anju Andrews

Agenda Item	Action Assignee																				
<p>Minutes of the last meeting dated Tuesday 21st November 2022</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 1196 1129 1420"> <thead> <tr> <th>Role</th> <th>Person Appointed</th> <th>Nominator</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Kerry</td> <td>Sarah</td> <td>Dawn</td> </tr> <tr> <td>Assistant Chair</td> <td>Elisa</td> <td>Kerry</td> <td>Mena</td> </tr> <tr> <td>Secretary</td> <td>Dawn</td> <td>Kerry</td> <td>Sarah</td> </tr> <tr> <td>Treasurer</td> <td>Paula</td> <td>Sarah</td> <td>Kerry</td> </tr> </tbody> </table> <p>Un-official Roles Elections</p> <ul style="list-style-type: none"> • Refreshment Co-ordinator – Kerry (non-sporting) • Shop Manager (PA Volunteer) – Sarah Cripps <p>Trustees</p> <ul style="list-style-type: none"> • Sarah Cripps • Kerry Canning • Elisa Jordan • Dawn Davis • Mena Canning • Paula Turner 	Role	Person Appointed	Nominator	Seconder	Chair	Kerry	Sarah	Dawn	Assistant Chair	Elisa	Kerry	Mena	Secretary	Dawn	Kerry	Sarah	Treasurer	Paula	Sarah	Kerry	
Role	Person Appointed	Nominator	Seconder																		
Chair	Kerry	Sarah	Dawn																		
Assistant Chair	Elisa	Kerry	Mena																		
Secretary	Dawn	Kerry	Sarah																		
Treasurer	Paula	Sarah	Kerry																		

<p>Treasurers Update</p> <ul style="list-style-type: none"> • Now that interest rates are higher, treasurer to look for another bank account to get better interest with dual signatures. Possibly Lloyds? • Paula presented the Treasurer's Report and Management Accounts for the year ended 31st July 2023. 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. 	PT/SC
<ul style="list-style-type: none"> • Auditor quote to be obtained. 	SC

AGM closes at 19:15.