**Bletchley Park Primary School P&C Association**

**Minutes of Annual General Meeting**

**10/02/2020**

**Held: In Staffroom Bletchley Park Primary School**

**Meeting Opened: 07.00 pm**

ATTENDANCE 16 voting members

|  |  |  |
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| Darren Warwick (Chairperson) | Robyn Menzies Moore | Teresa Kennedy |
| Erin Richardson | Sen Ooi | Bea Bouska (Ex Officio) |
| Jacqui Watts | Paula Kontor | Vicky Warwick (Secretary) |
| Jenny Gay | Melanie Sagenschneider | Vanessa Magee |
| Sarah Tidy | Denis Coldham | Carmel Mangini |
| Scott Mangini | Kylie McKivett |  |

APOLOGIES

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**ITEMS ACTION**

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| 1. **Welcome / Apologies**

A meet and greet was held from 18.30 to welcome and introduce new committee members. Darren welcomed all to the meeting  |  |
| 1. Elections
	1. **Office bearers**
2. **President:** Nomination by Darren Warwick.

Accepted by Vanessa Magee, Seconded by Melanie Sagenschneider  Carried1. **Vice President:** Nomination by Vanessa Magee

Accepted by Jenny Gay, Seconded by Teresa KennedyCarried1. **Treasurer:** Nomination by Kylie McKivett

Accepted by Jenny Gay, Seconded by Vanessa MageeCarried1. **Secretary:** Nomination by Vicky Warwick

Accepted by Jacqui Watts, Seconded by Teresa KennedyCarried1. **Executive Committee** (members x 3)

Erin Richardson, Paula Kontor, Jenny GayCarried* 1. **Sub Committee’s**
1. **Fundraising:** Nomination Paula Kontor (Chair)

Denis Coldham, Carmel Mangini, Scott Mangini, Kylie McKivett, Erin Richardson, Jenny Gay, Sen Ooi, Teresa Kennedy & Vanessa MageeCarried1. **Banking:** Nomination Sarah Tidy

Carried1. **Health & Well being:** Nomination Vanessa Magee (Chair)

 Vicky Warwick & Melanie SagenschneiderCarried2.**4 Representatives** **Media Co-ordinator** (To be a shared role) Robyn Menzies – Moore & Jenny GayCarried |  |
| 1. Appointments
	1. Signatories of bank accounts

Kylie McKivett to be added as treasurer and signatureSonya Wright to be removed as signature |  |
| 1. Terms of Reference

Fundraising: To be reviewed Parent representative: No longer requiredStatement of duties- Uniform Rep to be renamed Leavers Uniform Co-OrdinatorMedia Coordinator: To be reviewedHealth and Well Being: To be composed |  |
| 1. Added Motions

**Resolution:** To allow the following monetary spending caps before approval is required at a meeting:**Treasurer $1000****Executive Committee: $5000****Carried** |  |
| **Meeting Closed**: 07.30 pm |  |