**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  Carried   1. **Vice President:** Nomination by Vanessa Magee   Accepted by Jenny Gay, Seconded by Teresa Kennedy  Carried   1. **Treasurer:** Nomination by Kylie McKivett   Accepted by Jenny Gay, Seconded by Vanessa Magee  Carried   1. **Secretary:** Nomination by Vicky Warwick   Accepted by Jacqui Watts, Seconded by Teresa Kennedy  Carried   1. **Executive Committee** (members x 3)   Erin Richardson, Paula Kontor, Jenny Gay  Carried   * 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 Magee  Carried   1. **Banking:** Nomination Sarah Tidy   Carried   1. **Health & Well being:** Nomination Vanessa Magee (Chair)   Vicky Warwick & Melanie Sagenschneider  Carried  2.**4 Representatives**  **Media Co-ordinator** (To be a shared role)  Robyn Menzies – Moore & Jenny Gay  Carried |  |
| 1. Appointments    1. Signatories of bank accounts   Kylie McKivett to be added as treasurer and signature  Sonya Wright to be removed as signature |  |
| 1. Terms of Reference   Fundraising: To be reviewed  Parent representative: No longer required  Statement of duties- Uniform Rep to be renamed Leavers Uniform Co-Ordinator  Media Coordinator: To be reviewed  Health 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 |  |