

Inaugural Annual General Meeting

Monday, December 14th 2020

via Zoom [Meeting ID: 834 1423 8007] at 8pm

Meeting Chair(s): Rebecca (Rivka) Fine, Rose Hiron-Grimes and Keir Haines

Attendees: Rebecca (Rivka) Fine
Rose Hiron-Grimes
Keir Haines
Grace Hempshall
Tom Zarb-Owen
Wendy Hubbard
Emma Townsend
Lucy Goldsack
Hannah Hallybone
Louise Horsfall

Notes: Wendy Hubbard

This inaugural AGM was advertised to Avanti Park School parent and friends community via emails from the school and facebook advertisements, commencing on 19th November 2020, thereby meeting the formal requirement for three weeks notice to be given for an AGM.

The legal name of the chair is Rebecca Fine, but she will be referred to throughout these minutes as Rivka Fine, as this is how she is known.

Those attending were advised by Rivka Fine that the zoom meeting would be recorded and that cameras could be turned off.

Ordinary Business

1 - Apologies for absence

Chris Davies

2 - Purpose and intentions of the proposed PTFA

Rivka Fine gave the meeting a brief introduction to the purpose and intentions of the proposed Parents Teachers and Friends Association (PTFA) to support Avanti Park School. Per the Parentkind model constitution for a PTFA:

‘The object of the (PTFA) (the objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.’

This definition gives the proposed PTFA a helpfully broad remit. If adopted later in this meeting, the ParentKind constitution would be the governing document of the formal association and a key reference point.

3 - Name of the PTFA

Those present voted on the four suggestions that had been proposed for the formal name of the new organisation: Avanti Park PTFA; Helpers of Avanti Park (HOAP); Avanti Park Friends; Avanti Park 100 Hands.

The name ‘Avanti Park PTFA’ was chosen by majority vote of those present.

4 - Form of the association

Rivka Fine outlined the different possible models: PTA, Friends of the School Association etc. and noted that the value of a PTFA model is that this extends automatic membership of the association to grandparents and other community members, enabling any such individuals aged 18 or over, willing and happy to contribute to be co-opted to help as needed.

5 - Adopt the PTFA constitution

Rivka Fine introduced the proposed constitution for Avanti Park PTFA: the ‘February 2018 Model Constitution for Parent Teacher Associations in England and Wales’. This was the legally sound model constitution available to ‘ParentKind’ members. Adoption of this constitution should not only effectively scaffold and guide Avanti Park PTFA’s work, but should also fast-track a subsequent process of registering Avanti Park PTFA with the Charity Commission.

Keir Haines noted that the constitution would define Avanti Park PTFA’s objects as including that of ‘Developing effective relationships between the staff, parents and others associated with the school.’ This fitted with emergent plans to develop a formal Parent’s Council or a ‘Parent’s Voice’ forum associated with the school to enable parents to engage with school leaders.

Those present voted unanimously by a show of hands to adopt the ParentKind model constitution as the governing document for the new Avanti Park PTFA.

The ‘Type of Association’ was marked as ‘Other’ with the words ‘PTFA’ added as the type of ‘Other’ chosen, and the full name of the PTFA was also added.

6 - Election of Officers and Trustees of the Committee:

[The first part of this item on the agenda was chaired by Rose Hiron-Grimes].

Nominations for three official roles in Avanti Park PTFA (Chair, Treasurer and Secretary) and for two additional Committee members had been sought by email from the full school community at the time of the AGM being advertised. The positions had also been advertised on Facebook. There had been no response from this broad invitation. All nominations therefore came from amongst those parents who had constituted the informal working group looking to support the establishment of this PTFA, over the past few months.

For the position of Chair there was one nomination: Rivka Fine had been nominated by Keir Haines and seconded by Rose Hiron-Grimes. Keir Haines confirmed this nomination. Rose Hiron-Grimes confirmed this seconding. Rivka Fine confirmed that she agreed to stand for the role of Chair of Avanti Park PTFA. Rose Hiron-Grimes invited any further nominations for Chair. There were none.

Those present at the meeting voted unanimously, by a show of hands, to elect Rivka Fine as the Chair of the newly formed Avanti Park PTFA.

For the position of Treasurer there was one nomination: Keir Haines had been nominated by Grace Hempshall and seconded by Rose Hiron-Grimes. Grace Hempshall confirmed this nomination. Rose Hiron-Grimes confirmed this seconding. Keir Haines confirmed that he agreed to stand for the role of Treasurer of Avanti Park PTFA.

Rose Hiron-Grimes invited any further nominations for Treasurer. There were none.

Those present at the meeting voted unanimously, by a show of hands, to elect Keir Haines as the Treasurer of the newly formed Avanti Park PTFA.

For the position of Secretary there was one nomination: Grace Hempshall had been nominated by Rivka Fine and seconded by Rose Hiron-Grimes. Rivka Fine confirmed this nomination and Rose Hiron-Grimes confirmed this seconding. Grace Hempshall confirmed that she agreed to stand for the role of Secretary of Avanti Park PTFA. Rose Hiron-Grimes invited any further nominations for Secretary. There were none.

Those present at the meeting voted unanimously, by a show of hands, to elect Grace Hempshall as the Secretary of the newly formed Avanti Park PTFA.

Ordinary Committee Members

[Rivka Fine resumed the chair for the rest of this item].

There were two nominations for Ordinary Committee Members. Rose Hiron-Grimes was nominated by Keir Haines and seconded by Rivka Fine. Rose Hiron-Grimes confirmed her willingness to stand for this position. Keir Haines and Rivka Fine confirmed nomination and seconding.

Those present at the meeting voted unanimously, by a show of hands, to elect Rose Hiron-Grimes as an Ordinary Committee Member of the newly formed Avanti Park PTFA.

Chris Davies was nominated by Rivka Fine and seconded by Rose Hiron-Grimes. Chris Davies was unable to attend in person but had confirmed in writing that she was willing to stand for Ordinary Committee Member. Rivka Fine and Rose Hiron-Grimes confirmed nomination and seconding.

Those present at the meeting voted unanimously by a show of hands to elect Chris Davies as an Ordinary Committee Member of the newly formed Avanti Park PTFA.

The formal Committee of Avanti Park PTFA until the next AGM stands as follows:

- Chair: Rebecca (Rivka) Fine
- Treasurer: Keir Haines
- Secretary: Grace Hempshall
- Ordinary Committee Member: Rose Hiron-Grimes
- Ordinary Committee Member: Chris Davies

7 - Signing of the adopted constitution by the elected Chair

Those present witnessed Rebecca Fine, as elected Chair of the PTFA (and also chair of this meeting) sign the ParentKind Constitution on behalf of the inaugurated Avanti Park PTFA.

This document would be countersigned by Louise Horsfall as official witness, later this evening.

The constitution will then be scanned and stored as the PTFA's governing document.

8 - Temporary solution to Covid-related banking issues

[Keir Haines took over the chair for the next four items].

Keir Haines presented the meeting with an Interim Financial Policy. This policy had been drafted to ensure clarity and transparency in the management of funds while the PTFA application for a Community Association bank account is in process. The Interim Financial Policy had been shared prior the meeting, amongst the informal working group and by email to all parents whom had expressed an interest in attending this AGM.

Banks had advised that setting up a Community Association account for the PTFA could at this time take up to 16 weeks, due to a Covid-related surge in demand for new bank accounts and staff-shortages.

The Small Charities Coalition had advised Keir Haines on a workaround solution. The advice was that the elected Treasure should open a personal bank account in their own name but solely for the use of the PTFA. The proposal was to use an online bank such as Monzo or Starling as these were very quick to open. This account would then be used to manage PTFA finances whilst the application for Community Association bank account went through. The Interim Financial Policy (IFP) included detail on how payments would be received: through Paypal linked to the account, with notifications sent directly to the PTFA email account to ensure full transparency. Elected members would be required to formally authorize any expenditure on the PTFA's behalf. Any cash received on behalf of the PTFA should be given to elected members in sealed and dated envelopes, with a note of the amount contained, and should only be opened when two elected members were present. Reports on incoming and outgoing transactions would be made to the committee twice a month, reports also being delivered to the shared PTFA email account.

Keir Haines invited feedback and questions. Grace Hempshall, Rivka Fine and Rose Hiron-Grimes offered thanks for the IFP, welcoming it as offering a robust and transparent way forwards until the PTFA had its own bank account.

Those present agreed to proceed on the basis of that policy, as it represented a robust and transparent way to manage the PTFA's funds until a formal bank account was in place.

9 - Bank for the main PTFA bank account

Keir Haines reported on plans for establishing the PTFA's bank account.

The committee agreed as follows:

1. An application would be submitted to the Cooperative Bank for a Community Direct Plus account.
2. Keir Haines would research the possibility of a Triodos account and register the PTFA's interest.
3. Barclays Bank was agreed as a fall-back option for the PTFA account.

10 - Committee members for bank authorization

Keir Haines reported that if the plan for a Cooperative bank account goes forward the Cooperative Bank permits two key types of user. Only one *official signatory* is required although some banking functions can be set up to require two signatories. An unlimited number of *authorized users* are allowed, and can use online banking: these have to be elected committee members.

It was proposed that Keir Haines and Grace Hempshall be registered as official signatories. Keir Haines, Grace Hempshall, Chris Davies and Rose Hiron-Grimes are to be registered as authorized users for the bank account.

The proposed approach was adopted.

11 - Charity Commission registration

Keir Haines reported that current advice is that applications to become a charity can take up to 16 weeks, but might be quicker than this. In order for Avanti Park PTFA to submit an application the key information required is: the Charity's Name; The Charity's Objects and Purpose; Detail of the Elected Members. Bank Account details are optional and much of the other detail requested is also optional and not necessary. The PTFA should therefore be in a position to submit an application after this inaugural AGM.

Rivka Fine noted that because of the remit of the association it was possible that the Charity Commission would require committee members to have DBS checks in place before it would be possible to proceed with this application. This requirement would form part of the 'Trustees Declaration Form.' At Avanti Park, Shannon Coggins had been approached to see if the school could take this element of the DBS checks forward.

Rivka Fine would double-check next steps for commencing the Charity Commission Process with ParentKind and re-contact Shannon if DBS checks were required. Rose Hiron-Grimes would begin the registration paperwork.

12 - Formal 'Thank you' to The Hive SAF for their pledged PTFA donation

Keir Haines recorded Avanti Park PTFA's formal thanks to The Hive SAF, PTFA at Steiner Academy Frome, for all of the work they did: the energy, enthusiasm and support for the school community, and for raising a lot of money to buy the school equipment. The Hive SAF were now dissolving. As part of this process they were dispersing their remaining funds. As per their objects they have minuted a pledge of money to this newly formed PTFA. Keir Haines will update them on the outcome of this AGM and the process of our becoming a charity.

The Hive SAF had also noted their intention to provide Avanti Park PTFA with access to the equipment that belonged to that organisation, as detailed in their minutes (e.g. gazebos, cookers etc). Keir Haines had been in contact with The Hive SAF Treasurer Ann Swift and an inventory will be created now that Avanti Park PTFA formally exists.

Agreed that Keir Haines would lead on formally writing to the HIVE committee to thank them for their work and for the donation. Rivka Fine would assist.

Any Other Business

- Rivka Fine noted the achievements of the ad hoc working group in the past months, including: ParentKind registration: ParentKind membership loan repaid to the school; Community Directory; Christmas Trees: successful working together on Slack platform; Wreath-making kits; work on the festival survey. Keir Haines noted that wreath-making kits had raised approximately £200.
- Hannah Hallybone agreed to join the working group on Slack.
- Further meeting dates would be arranged on Slack.