



FRIENDS OF ORCHARD PARK HIGH SCHOOL, ANNUAL GENERAL MEETING (AGM)

Date: 18 November 2024

Time: 20:00

Place: Zoom

| Item | Description | Resolutions |
|------|---|-------------|
| 1 | <p>Welcome, introductions and apologies</p> <p>Present: Sarah Steiner, Chairperson Sam Lade, Treasurer Ayda Bilal, Secretary Sue Tennant, Social media lead Ms. Ongley, Deputy Head of Orchard Park High</p> <p>Plus 8 additional parents/carers (names not included here)</p> <p>The Chair opened the meeting with introductions. Ms. Ongley acknowledged the support of the school for the PTA and expressed gratitude to the team for their achievements to date and their continued efforts.</p> | |
| 2 | <p>Voting in of committee members</p> <p>Voting took place through a show of hands, and the official PTA committee for the year was elected.</p> <p>Results are:</p> <ul style="list-style-type: none"> ○ Sarah Steiner - Chair ○ Ayda Bilal- Secretary ○ Sam Lade - Treasurer ○ Sue Tennant - Social Media lead | Passed |
| 3 | Review of actions from previous annual general meeting | None |
| 4 | Acceptance of minutes of previous annual general meeting | None |



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| 5 | <p>President/Chair's report</p> <p>Chairperson provided a brief overview of the PTAs progress to date. As this is our first AGM, there are no prior minutes to review, but the Chair shared updates on the following key milestones:</p> <p>2023/24 School Year</p> <table border="1" data-bbox="363 920 1129 1391"> <thead> <tr> <th>Action</th> <th>Latest</th> </tr> </thead> <tbody> <tr> <td>1. Form new PTA committee</td> <td>COMPLETE</td> </tr> <tr> <td>2. Set up PTA bank account</td> <td>COMPLETE</td> </tr> <tr> <td>3. Register for gift aid</td> <td>IN PROGRESS - waiting for HMRC</td> </tr> <tr> <td>4. Set up EasyFundraising</td> <td>COMPLETE</td> </tr> <tr> <td>5. Set up PTA volunteers whatsapp group</td> <td>COMPLETE</td> </tr> <tr> <td>6. Set up FOPHS Social Media</td> <td>COMPLETE</td> </tr> <tr> <td>7. Run Spring Photo competition</td> <td>COMPLETE</td> </tr> <tr> <td>8. Support year 11 prom with crowd fund</td> <td>CANCELLED</td> </tr> <tr> <td>9. Liaise with school on grants for STAR</td> <td>ROLLED OVER</td> </tr> </tbody> </table> | Action | Latest | 1. Form new PTA committee | COMPLETE | 2. Set up PTA bank account | COMPLETE | 3. Register for gift aid | IN PROGRESS - waiting for HMRC | 4. Set up EasyFundraising | COMPLETE | 5. Set up PTA volunteers whatsapp group | COMPLETE | 6. Set up FOPHS Social Media | COMPLETE | 7. Run Spring Photo competition | COMPLETE | 8. Support year 11 prom with crowd fund | CANCELLED | 9. Liaise with school on grants for STAR | ROLLED OVER | Passed |
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| 6 | <p>Acceptance of annual report</p> <p>As the PTA is still in the early stages, there are currently no formal committee reports. However, the Chairperson shared a few verbal updates on current priorities:</p> <ul style="list-style-type: none"> • Just giving page • Items required for the school, new benches, table tennis tables, outside games for the playground. • Launch of a new photo competition | Passed | | | | | | | | | | | | | | | | | | | | |



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| 7 | <p>Treasurer's report</p> <p>Financial Report: Sam, the Treasurer, shared the financial update. The PTA bank account is now open and registered for Gift Aid, although it may take some time for HMRC to process.</p> <p>Additionally, Easy Fundraising has been set up, and it was strongly encouraged for everyone to use it to help raise funds. A total of approx. £270 has so far been nominally raised through Easy Fundraising although funds can take months to be confirmed and transferred to us.</p> | Passed |
| 10 | <p>Meeting close</p> <p>Closing remarks:</p> <p>The PTA email address fophs@orchardparkhigh.net for any other items and to join the PTA volunteers whatsapp groups.</p> <p>The Chair extended sincere thanks to all the committee members for their hard work and dedication to date. A special note of appreciation was given to Ms. Ongley and the school for their openness and continued support.</p> <p>The Chair also thanked everyone who joined the AGM for their ongoing support of the PTA</p> <p>The next AGM scheduled in autumn term 2025</p> | |