

AGM and PTA Handover Minutes



Charity number	1110797
Email address	stpaulspta@hotmail.com
Meeting date	Friday 25 September 2026
Meeting type	AGM and PTA Handover

Purpose of the AGM

The purpose of the AGM was to formally vote in the new PTA committee, record the handover position from the outgoing PTA, review the PTA's recent income and expenditure, and agree the actions required to complete the transition after the meeting.

Stepping down: Hannah Nathan; Haylie Houghton; Kylie Aikenhead; Serena Duff.

Proposed committee: Charlotte Kelly, Emily Lloyd, Jocasta Robinson, Maria Gradidge.

1. Attendance and Apologies

- **Present:** Current PTA committee, proposed PTA committee, and Mr Emmett (Headmaster).
- **Apologies:** Kylie Aikenhead and Haylie Houghton.
- **Chair:** Hannah Nathan.
- **Minute taker:** Emily Lloyd (Secretary).

2. AGM Minutes

The meeting opened with a welcome and apologies from Kylie Aikenhead and Haylie Houghton. Mr Emmett (Headmaster) expressed his sincere thanks to the previous PTA for their incredible work, dedication and fantastic voluntary contributions over the last few years.

The purpose of the AGM was confirmed as giving a summary of the achievements of the last year and voting in the new PTA committee.

3. Income and Expenditure

The PTA's recent income and expenditure were presented for review.

- Income and expenditure for events over the last year were discussed, covering all events and individual stalls for the summer fair.
- Detailed figures were provided as part of the handover package for the new committee.
- Current balance / funds position: not separately itemised in the discussion; full detail is in the handover package.
- Any queries or approvals relating to the accounts: a query was raised regarding funds from the old container unit versus an insurance claim; action agreed for Mr Emmett to investigate.

4. Appointment of the New PTA Committee

The meeting considered the proposed new PTA committee.

Proposed committee: Charlotte Kelly, Emily Lloyd, Jocasta Robinson and Maria Gradidge.

The current PTA stepped down and the new committee was voted in by all those present, with roles confirmed as:

- Co-Chairs: Jocasta Robinson and Charlotte Kelly
- Treasurer: Maria Gradidge
- Secretary: Emily Lloyd

No objections were recorded.

5. Handover Position

The following handover matters were identified in the AGM and PTA handover agenda:

- The new PTA should be voted in at the AGM on Friday.
- The Charity Commission name change will be completed by 30 September.
- The 2025/26 accounts will be filed by the outgoing committee on 1 October.
- Once the accounts have been filed, banking mandates can be prepared and sent for completion.
- The PTA email account, financial records, event information and any shared documents, including letter templates, should be handed over to the new committee.

Additional handover matters agreed:

- Bank details, cards, funds and bank mandate initiation have been handed over to the new committee.
- The PTA email address and recovery details are now managed by the new committee.

6. Actions Agreed

Action	Owner	Deadline / status
File 2025/26 accounts	Outgoing committee	1 October 2026
Investigate query regarding funds from the old container unit versus insurance claim	Mr Emmett	In progress

7. Any Other Business

- Ideas for events for the coming academic year were discussed, including ice skating (already booked) and school discos.
- A discussion was held between the old PTA, new PTA and the headmaster regarding where funding could go.
- Mr Emmett agreed that the PTA can use one of the lockable green sheds for storage of PTA equipment.
- The new PTA will send out a welcoming email to school members.

8. Meeting Close

The meeting concluded successfully with thanks extended to all outgoing and incoming members.

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