



PLAXTOL SCHOOL ASSOCIATION MEETING

Annual General Meeting Minutes

Registered charity no. 1026804

Friday 4th April 2025 - 13:34 – 14:09

Attendees: Jenny Johnson – (JJ) Chair, Claire Rowley (CR) – Headteacher, Marian Hemsted – (MH) External Auditor, Merran Hilton (MJH), Angela Shorter – Treasurer (AS), Kate Harris (KH), Helen Rust (HR), Caroline Ward (CW) – Secretary, Cassandra Money (CM), Ed Graham (EG), Lucy Evans (LE) Lizzie May (LM)

Ordinary Business

1. Apologies for absence
 - Helen Chesterton, Dan Calvert, Jo Tawse & Andrew Tawse
2. Minutes of Annual General Meeting held on 19th June 2024
 - Signed by JJ and accepted by all present
3. Matters arising from the Minutes on 19th June 2024
 - accepted by all present
4. Chair's Report for the year ending 31 August 2024
 - Read aloud by JJ. Voted and accepted
5. Treasurers Report for the year ending 31 August 2023 (including accounts)
 - Read aloud by AS & MH.
 - MH suggested to have the accounts completed by Autumn 2025 and the AGM to be held in January 2026.
 - Report signed by JJ & AS – voted and adopted the accounts
6. Appointment of an Independent Examiner of Accounts for the year ending 31 August 2024
 - Those at the meeting thanked MH for her continued support. MH asked that the accounts be sent to her by February 2025.
7. Election of Officers and Trustees of the Committee
 - Chair – JJ happy to continue as Chair for next academic year
 - Secretary – CW happy to continue for the next academic year
 - Treasurer – KH agreed to join us to become our new Treasurer for the next academic year and AS to be Co Treasurer until July 2025
 - Other Officer(s) – N/A
 - Committee Members – MJH, EG, CM, HR, LE all happy to be committee members for the next academic year
 - Voted in and accepted by all present
 - Everyone signed 'Trustee Eligibility Declaration'
 - Suggested that all members should have a DBS check – CR to check for CM, EG & KH
8. Special Business
 - Updated version of Constitution to be available to look at in the future
 - Conflicts of Interest – none at this meeting – to be added to the Agenda to every meeting going forward