

Minutes of Extra General Meeting of St Joseph's PTA  
Held on Tuesday 3<sup>rd</sup> March in school hall at 2.30pm

Present

Ann Robertson - Chair  
Laura Elliott - Secretary  
Mary Meehan - Committee Member  
Rebecca Williams - Committee Member

Apologies

Karen Hinson, Lisa Gazzard, Leisha Ball and Sarah Wembridge.

AR explained that the purpose of meeting was to review Constitution and hopefully adopt new NCPTA model Constitution. The new one is approved by the Charities Commission and AR had notified them that Association may be changing Constitution in near future. Copies of both old and new Constitution had been left at reception for parents/carers to look at. AR handed out copies of both.

Main issues with existing Constitution were:

- The number of officers and members on the committee - 4 officers plus 8 other ordinary members; this had been agreed when the numbers on the school roll were much higher.
- It was dated and needed refreshing.
- Point 19 refers to withdrawals from accounts requiring any 2 Officers - we now have a debit/cashcard and all receipts for withdrawals will be countersigned by 2 Officers.

AR ran through NCPTA model Constitution; main points noted:

- Quorum at a committee meeting is 50%, rounded up to the nearest whole number, of the total current Membership of the Committee.
- Quorum at a general meeting is when the number of members present is at least twice the number of committee members in office at the start of the meeting (ie 2 committee members present then there needs to be 4 other members present). This should be noted for next AGM in September/October 2009.

All agreed unanimously to adopt new Constitution and RW witnessed this. Meeting closed at 2.55pm.

Laura Elliott - Secretary      9<sup>th</sup> March 2009

13/3/09. 