

**PPF AGM Minutes**

<b>Meeting title</b>	<b>Torbay Parents Participation Forum Annual General Meeting</b>
<b>Location</b>	<b>Paignton Library</b>
<b>Date &amp; Time</b>	<b>Thursday 14<sup>th</sup> May 2015, 10am onwards</b>
<b>Present</b>	<p><b>Karen Curtis</b> – PPF Member  <b>Penny Malyon</b> – PPF member  <b>Carole Brierley</b> – Policies and Procedures administrator  <b>Chris Sumner</b> – Chair  <b>Tamzen Pugh</b> – Treasurer  <b>Louise Benson</b> - SG member  <b>Kelly Givens</b> – SG member  <b>Marianne Lewis</b> - Pupil &amp; Parent Liaison –SENDIASS –  Secretary</p>
<b>Agenda items</b>	<ol style="list-style-type: none"> <li><b>1. Welcome, apologies and introduction by the Chair</b></li> <li><b>2. Annual report from the Chair</b></li> <li><b>3. Treasurers report</b></li> <li><b>4. Voting for officer posts</b></li> <li><b>5. Documents for ratification and adoption</b></li> <li><b>6. AOB</b></li> <li><b>7. Close</b></li> </ol>

<b>Agenda Item 1.2</b>	<b>Apologies</b>	<b>Action</b>
<p><b>List of apologies sent with comments for voting and adoption of documents to be considered within the meeting:</b></p> <p>Paul Brierley  Paula &amp; Steven loud  Angela Sumner  Kevin &amp; Carol Boughton  Lisa Avery  Sophie Cox Ertugrul  Julie Hutchinson  John Nock  Penny brown  Moe Baker</p>		

Susan Barnes  
 James Kendall  
 Emma Price  
 Louise LeVaul-Grimwood  
 Alex Benson  
 Michelle Ralphs  
 Jacqui Nickels  
 Jackie king

**n.b. all were happy to re-elect current officers and were happy for proposed new and altered documents to be ratified and adopted.**

Agenda Item 2	<a href="#">Annual report from the Chair</a>	Action
<ul style="list-style-type: none"> <li>Report was read out by the Chair and was agreed to be posted on the website following the meeting</li> </ul>		

Agenda Item 3	<a href="#">Treasurers report</a>	Action
<ul style="list-style-type: none"> <li>Report was read out by the Treasurer and was agreed to be posted on the website following the meeting</li> </ul>		

Agenda Item 4	Voting in officers	Action
<p>Current post holders were re-elected</p>		

Agenda Item 5		Action
<p>Documents were each displayed and considered individually</p> <ul style="list-style-type: none"> <li>Constitution amendments – agreed comments from PM for further amendment to be drafted for consideration at next years' AGM in relation to clarified financial responsibilities for signatories.</li> <li>Presented draft policies all agreed following discussion where some points were clarified.</li> </ul>		

Agenda Item 6	AOB	Action
<ul style="list-style-type: none"> <li>• PM asked for a LA structure map – ML explained that it was difficult to provide anything specific as changes were reoccurring, but explained that Dorothy Hadleigh now oversaw all LA SEND services including the disability social work team – ML agreed to create a board structural map to be published on the website</li> <li>• New SG member – Karen Curtis</li> <li>• Suggestion made that next years' AGM in incorporated in an evening get together and celebration of achievements event.</li> </ul>		

Agenda Item 7	Close	Action
Recorded by	Marianne Lewis	