

PPF EGM Minutes

Meeting title	Torbay Parents Participation Forum Steering Group
Location	Paignton Library
Date & Time	Wednesday 2nd July 2014, 10am – 12noon
Present	Carole Brierley – Policies and Procedures administrator Chris Sumner – Chair Tamzen Pugh – Treasurer Louise Benson - SG member Marianne Lewis - Pupil & Parent Liaison – Parent Partnership Service – Secretary Stephen Marks – SG member
Agenda items	<ol style="list-style-type: none"> 1. Welcome, apologies and introduction by the Chair 2. Financial end of year summary report by the Treasurer (Report attached below) 3. Feedback discussions, amendments if required and ratification of the proposed new constitution 4. AOB 5. Close

Agenda Item 1.2	Apologies	Action
Received email apologies and comments / agreement votes for new constitution	Mo Baker Liz Bell Kirsty Stafford Paul Brierley Angela Sumner Penny Rickman Lester Summers Jacqui Nichels	
Received verbal apologies and comments / agreement votes for new constitution	Paula MacMenamin Sara Watkins Donna Mepsted Steve Gill Veronica Ballard	

Agenda Item 1.3	Is meeting Quorate?	Action
<p>It was agreed that as total input from those present + email and verbal apologies with comments / agreement votes for the new constitution came to a total of 19 members the meeting was considered Quorate and could proceed</p>		

Agenda Item 1.4	Introduction by the Chair	Action
<p>The Chair explained that the EGM had been called in order present end of year accounts , which were not available at the AGM and ratify the new constitution</p>		

Agenda Item 2	Financial end of year summary report by the Treasurer	Action
<p>Financial end of year summary report was read out and a copy is attached to these minutes</p> <ul style="list-style-type: none"> • There was a question from the floor regarding proposed budget spend for the coming year, and explained that the outline preliminary budget is covered within the initial grant application for 2014-15 which had already been published on our website. Once the application has been fully examined by Contact a Family (CaF), and any suggested amendments made, the final version will be posted on our website. 		<p>TP</p>

Agenda Item 3	Feedback discussions, amendments if required and ratification of the proposed new constitution	Action
<ul style="list-style-type: none"> • 3.8 – amend committee members to PPF full membership • 4.3 – include footnote to Data Protection Policy • 4.6 – amend committee to steering group • It was explained that pecuniary interests would be covered within the Conflict of Interests Policy which is currently 		

<p>work in progress and will be posted on the website as soon as complete and will then be ratified as appropriate at a subsequent general meeting</p> <p>It was agreed that the Constitution would be amended in line with the amendments listed above and was considered ratified in accordance with feedback, unanimous agreement of those present and votes received from members alongside apologies. The Constitution will be amended, dated as adopted on 2nd July 2014 and posted on our website asap.</p>	<p>All</p> <p>ML</p>
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Agenda Item 4	AOB	Action
<p>As the only people present were also all members of the steering group, there were a couple of general steering group discussions regarding agenda for the next steering group meeting and an update regarding the current preparation arrangements for Fair Play Day 2014</p>		

Agenda Item 5	Close	Action
Recorded by	Marianne Lewis	

Finance end of year summary Report 2013/14

We are pleased to let you know that we successfully spent all the funding for 2013/14 and most of the discretionary top up funding which was applied for and allocated in December 2013. This brought our total grant funding amount to £12,500 from which we spent £11,878.86. There is a full financial break down on our website.

We have submitted the monitoring forms for 2013/2014 and also the grant application forms for 2014/15, which have been received by Contact a Family but we are still awaiting approval. The new grant funding for 2014/15 has been increased from £10,000 to £15,000. Both the monitoring form and the grant application form can be found on our web site.

In addition to the grant funding we are still holding £9973.45 from the initial pump prime funding from the Local Authority which we are able to use whilst awaiting this year's grant funding.

Tamzen Pugh – PPF Treasurer