

Location	Meeting Room, Castle Road, Torquay,
Present	Carole Brierley, Angela Lord, Claire Howell, Tamzen Pugh, Tammy Maguire, Kate Rowe

Agenda Item	Welcome & apologies
	Apologies from Louise Benson, Clare Foulds and Kelly Givens

	CHAIRS REPORT
	Please See 'Chairs Annual Report 2017'

	FINANCIAL UPDATE
	<ul style="list-style-type: none"> • The PPF successfully spent the grant funding for 2015-2016 • The total grant funding received was £15,000. There was an overspend of £5.13 • The PPF did not apply for the discretionary grant. • A full breakdown of the PPF's expenditure can be seen in the 'Finance Report' on the PPF website • Monitoring forms have been accepted by the DFE and the PPF has received the first part of the funding.

	VOTE CASTING/PARENT PARTICIPATION
	<ul style="list-style-type: none"> • Role of secretary: passed by 96% of the vote • Forum Name Change: passed by 93% of the vote • New Logo's : passed by the majority vote held on the PPF Facebook page, screen shot evidence available on request. • (A point to note, ensure the colours used in the new logo, match well with the new website) • WEBSITE: The PPF now has a new webpage, with new logo and new leaflets to be printed off soon.

	ANY OTHER BUSINESS
	<ul style="list-style-type: none"> • Proposed status change for the PCF to become a charity • There would be more funding opportunities • Further funding opportunities would mean that the PCF would be able to hold more events for our members to attend. • The constitution should be updated yearly • CB to organise a EGM to include : Constitution , Meeting Ground Rules, Code of Conduct, & Memo of understanding to stakeholders • The PCF has agreed to the purchase of a laptop to be used and held by the secretary.