

**Minutes of the extraordinary meeting of
The Friends of Lindal and Marton Primary School
20-10-09**

Present Vanessa Willison Pirie, Maddi Heslop, Deena Bousie, Sarah Slade, Heather Clough, Sue Simpson, Sue Hoekstra, Jackie Mayvers, Francine Judge, Luli Johnstone.

Apologies Zena Eaglestone, Janine Gray, Sharon Marshall, Julie White, Rachel Minshull, Maria Brown, Lucy Phelps, Vicky Smith.

Minutes of the last meeting not discussed

Matters Arising Vanessa clarified that since January 2008, our PTA has been known as “Friends of Lindal and Marton Primary School (LAMPS) as we are a registered charity. This means that we are run slightly differently from a standard PTA. Vanessa showed us some guidance from the NCPTA on this matter which she had received when advice had been sought from them. The membership is the same but “friends” is a more open format whereby anyone with a connection to the school may come to our open meetings but may not attend a committee meeting. A closed meeting is made up of committee members only. Everyone’s opinion may be taken into account but only committee members have the right to vote. The only person with a casting vote is the chair person.

Currently we have 20 members on our committee and the NCPTA have recommended that a committee should have between 3 and 10 members only. This is to make it easier to achieve quorum on voting matters and also to keep administration to a minimum. They also reminded us that all committee members should be trustees of the charity, not just some of us.

In the past, there has been no problem with decision making as we have just gone by past example. However, there have been occasions when this has not been in line with our constitution and it was agreed we need to clarify matters for future decision making. Legally, the school and the Friends of LAMPS are two separate entities. The decisions regarding our support of the bonfire event was made by informally asking the people who usually help at this event. It was agreed in retrospect that this had not been the right procedure for such a decision. Such decisions, in future will be settled by a vote.

It was agreed that every member of the committee will be sent a copy of our constitution and a copy of the guidance notes as sent by the NCPTA so that all our members have clarity of their roles and responsibilities and a greater understanding that we are bound by law to run our charity correctly and responsibly. A copy of our constitution will also be published on the school website and the correct title of our association will be updated. Capita will also be informed of our new name.

It was agreed to ask every member if they are happy to continue with their roles when they are aware of the legal responsibility involved and when we receive confirmation, the charities commission will be updated with the correct names of trustees.

Concern was raised that people may be discouraged from becoming/remaining a committee member and it was agreed to create a new role for people who wished to be available to help at events as needed without being a committee member. These people would no longer have a legal responsibility to the charity but would be greatly valued for their help in running events. Membership of the committee in effect will become more flexible with varying degrees of responsibility.

It was agreed that our meetings should be run in a new format. The agenda will be displayed 7 days prior and will close 1 day before the meeting. All parents will be notified of meetings. Meetings themselves will be open to all and will be followed by

a closed committee meeting of members only when any voting necessary will be completed.

Date of the next meeting
To be arranged