

**Minutes Of Annual General Meeting (AGM - MoM)**

**ST OLAVE'S PARENTS' ASSOCIATION**

**Thursday, 21st March, 2024 @ School Library**

**PRESENT**

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| --- | --- | --- |
| **PA Committee**  | Andrew ReesDavid BuddsAmit SinghPradeep RaulNeha SabikhiVictoria Cattermole | President Deputy HeadteacherChair Treasurer Secretary Assistant Secretary |
|  | Rupali RaviNavneet AnisettyTara RaoDr Shivanand JadhavPradeep NeheMeena SurisettyAnu ChibberRajiv BhatnagarHai Ying SongSusi RushtonSeema SinghTrupti JadhavPoonam NeheGiles CattermoleShveta KhannaGane GuoHuma IqbalPradeep RaulSakthivelKerlai CounselMadhav Rao |  |

**Minutes**

1. **Last year’s AGM’s minutes of meeting -**

It was highlighted that last year's minutes were only posted on the website on AGM Day after 5:30 pm, resulting in members not having the opportunity to review them. This delay was attributed to repeated requests made to the temporary Secretary throughout the year, with the minutes not being provided to the new Secretary until recently. Furthermore, the available minutes were deemed incomplete and insufficient.

To address this issue, it was proposed that future minutes, both for the Annual General Meeting (AGM) and Parent Association (PA) meetings, should be made accessible earlier to ensure adequate time for review.

After deliberation, it was decided that a small follow-up AGM meeting would be conducted online. This meeting's primary agenda will be to formally adopt the minutes of the last AGM once all members have had the opportunity to review them thoroughly.

1. **Adoption of accounts of financial year ending August, 2023**

During the meeting, Pradeep Raúl provided an overview of current financial standing, indicating that we have approximately £100K at the moment. However, when queried about whether we earn interest on this money, it was noted that despite paying bank charges, we likely do not earn any interest on the amount in the bank.

Concerns were raised regarding the adoption of last year's unaudited accounts, as per the Constitution, which stipulates that they should be audited before adoption. Pradeep Raúl emphasized the necessity of agreeing on an auditor before proceeding with the audit, following which the accounts can be adopted.

Amit Singh, serving as the chair, expressed the view that an independent examiner, rather than an auditor, is required for the accounts. Pradeep Raúl then informed the committee that Dorotha Das has offered to examine the 2022-2023 accounts free of charge, as she had done previously for the 2021-2022 accounts. Although there were reservations about her involvement, given that she was not elected as the independent examiner for the 2021-2022 accounts, and there were issues with the submission and examination process, the committee ultimately agreed to proceed with her examination.

It was emphasized that the accounts must be examined, adopted, and submitted before the end of June 2024.

The committee reached a consensus to elect an auditor for the 2023-2024 accounts during an upcoming Zoom AGM special meeting within the next month. (tentatively mid may or before end of May).

Additionally, AGM decided to adopt the 2022-2023 accounts as soon as they have been examined by Dorotha Das. A short follow-up AGM meeting would be conducted online. This meeting's primary agenda will be to formally adopt the audited accounts for the last financial year. All members need to have the opportunity to review them thoroughly. This approach aims to ensure transparency and accountability within our organization.

Pradeep and Hai-Ying together to make sure audited accounts are circulated before end of April.

1. **Report from Chair and President** was read.
2. **New members for Parents Association Elected -**

1.Chair – Dr Shivanand Jadhav

2.Treasurer- Mr Hai ying Song

3.Secretary- Mrs Neha Sabikhi

4.Vice Chair – Mrs Tara Rao

1. **Vote of Thanks -**

During the meeting, as the newly elected Chair, Dr Shiva took a moment to express gratitude towards the outgoing team, specifically acknowledging the exceptional dedication and commitment of our former Chair, Amit, and Treasurer, Pradeep.

Amit and Pradeep and the whole PA volunteer team have been instrumental in steering the ship of our school Parent Association (PA). Their tireless efforts have not only contributed to the functioning of our association but have also left an indelible mark on the community through their volunteerism.

On behalf of the entire PA and school community, the newly elected team extended their heartfelt thanks to Amit and Pradeep for their outstanding service and invaluable contributions. We are immensely grateful for all they have done, and for sure they will play important roles for all future events and volunteering.

1. **Hand over meetings -**

There will be a crucial handover meeting next week within our Parent Association (PA) for passing of responsibilities and knowledge from outgoing Chair, Amit, to incoming Chair, Shiva, along with the transition between old and new Treasurers.

Amit will generously share his valuable PA insights, enabling Shiva to seamlessly continue our initiatives. Additionally, Pradeep and Haiying will exchange financial records, ensuring transparency and accuracy in our fiscal responsibilities**.**

**DATE FOR NEXT PA MEETING**: **18th April 2024 @ School @ 7pm**

**PREVIOUS MINUTES CAN BE FOUND HERE:** https://www.saintolavespa.net//minutes.php