

**Hayes Primary School PTA – EGM – Friday 9 June 2023  
9am – Music Hub**

**Present:**

Amy Gouldsmith            Interim Chair

Sarah Osborne                    Outdoor Lead & Interim Secretary  
Justina Lee Myers            Uniform Hut Lead

Mrs Tracy Griffin            Pupil Support Lead

Sarah Warner  
Ed Tory  
Ashley Irving  
Jacqui Towne

**Apologies:**

Rachael Silcock – Communications Lead  
Claire McKeogh – Treasurer  
Mrs Louise Field – Teacher

**WELCOME AND APOLOGIES:**

Sarah Osborne explained the reason for EGM: Voting in our new Constitution and voting in Amy Gouldsmith officially as Interim Chair until AGM in September.

**TREASURER'S REPORT:**

Amy explained the spreadsheet provided by Claire McKeogh.  
Amy asked if there were any questions and we discussed the Music Hub statement and account finalising.

**VOTING TO ADOPT THE CONSTITUTION:**

The Constitution has been available in the school office and on the PTA section of the Hayes Primary Website.

**Ed Tory proposed the constitution, Justina Lee Myers seconded and this was voted for unanimously.**

**Next steps:** Claire McKeogh will upload the Constitution as our Governing Document to the Charity Commission website as soon as possible.

**VOTING ON COMMITTEE MEMBERS:**

Amy Gouldsmith has explained that she will be stepping down as Interim Chair in September due to new commitments working full time however will continue in her current capacity until the next AGM in September.

We discussed if anyone present would like to take over the role of Chair.

Sarah Osborne explained she is unable to take over the role as she will be stepping back from committee work from September. Sarah has prepared handover notes to be ready for September and will continue in her current capacity until the end of the term.

Jacqui Towne suggested she would like to work as Co-Interim chair with Amy Gouldsmith until September. It was therefore proposed that she may wish to co-chair for the interim period.

- Vote for Jacqui Towne and Amy Gouldsmith to be Co-Interim Chair\* until AGM – proposed by Ed and seconded by Justina and unanimously voted yes.
- Ed Tory as Interim Secretary\* – proposed Justina Lee Myers, seconded by Amy Gouldsmith and unanimously voted yes.
- Justina Lee Myers – co-opted in as Committee Member
- Ashley Irving – co-opted in as Committee Member
- Mrs Field and Mrs Griffin - co-opted as Committee Members.

No other matters arising and meeting is closed.

**\*Secretary's footnote:**

Following the meeting, an amendment was requested to propose Ed Tory as Interim Co-Chair and Jacqui Towne as Interim Secretary (a direct swap of roles). This was agreed by all committee members and will be officially voted in during September's AGM.