



King Edward VI Community College Parents' Association

c/o King Edward VI Community College  
 Ashburton Road  
 Totnes  
 Devon  
 TQ9 5JX

Telephone: 01803 869200  
 Fax: 01803 869201

**MINUTES of the Extraordinary General Meeting**

held on Friday 28th December 2020  
 at 6:00 pm in Redworth Dining Room

**Present:**

Parents' Association Committee:

Mariana Cervantes (Chairman)  
 Michael Smith (Secretary & Treasurer) – minutes  
 Mary O'Toole (Committee Member)

Active Members:

Emma Blackstock  
 Clare Gale

Members:

Emma Craig  
 Taryn Nixon

**Apologies:**

Ivan O'Toole (Committee Member)  
 Becky Snow  
 Rachel Steele

Agenda item	Discussion	Action
1. Welcome, introductions and apologies	Mariana welcomed everyone to the meeting. Apologies were received as per the above list.	
2. Minutes of the last meeting	The Minutes of the Annual General Meeting held on 15 <sup>th</sup> November 2019 were approved. Matters arising were deferred until the next Annual General Meeting.	
3. Election of Officers and Committee members	<p>Mariana Cervantes (Chairman) and Michael Smith (Secretary and Treasurer) would be standing down from the PA.</p> <p>The following Officers and Committee Members were elected unanimously:</p> <p><u>Co-Chairs:</u>            Mary O'Toole; Rachel Steele.</p> <p><u>Secretary:</u>            Taryn Nixon.</p> <p><u>Treasurer:</u>            Becky Snow.</p> <p><u>Committee members:</u>            Emma Blackstock; Ivan O'Toole (continuing);            Sarah Morris (continuing)</p> <p>Details of the Officers and Committee members, as Trustees of</p>	Taryn to update Trustee declarations and Charity

	the charity, will be updated with the Charity Commission; new Committee members were requested to email Taryn with their Title, family and personal names, suffix, address, date of birth, telephone and email.	Commission details.
4. Vote of thanks	Those present expressed thanks and appreciation on behalf of the PA to Mariana Cervantes and Mike Smith for all their work.	
5. Sprung event	It was agreed the PA would support this event by providing a bar. Mary agreed to obtain the date and arrange a Temporary Event Notice (TEN) for the bar, with the assistance of Mike.	Mary Mike
6. Firework Night 2020	The meeting discussed the Fireworks Night as it was now too late in the year to be able to book the fireworks company and ensure that there would be organisers for a 2020 event. This was because of the difficulties finding new members to join the PA Committee. The 2019 Fireworks Night had been enjoyed by those who braced the weather, although had been disappointing financially. After discussion it was agreed that Fireworks Night would not take place in 2020, that alternative events would be considered and that a decision on Fireworks Night 2021 would be made later in the year, seeking wider input from Parents and the College (see item 7, below).	Mike to notify and thank FWN participants
7. Future PA activities	The Committee agreed to review the future activities and roles within the PA, in order to try to raise more awareness and involvement, widen and improve communication and raise more money. Taryn agreed to liaise with Committee members and the College before Easter in order to prepare a draft plan for the Committee to discuss after the Easter break. This would then enable the Committee to invite views from all Parents and Friends on future focus.	Taryn to coordinate a PA plan for comment.
8. Dates of future meetings	The date of the next Parent Voice meeting is yet to be decided. The Committee will meet again in late April 2020.	Taryn to liaise with the College to fix a PV date.

The EGM concluded at 7:00pm.

Mary O'Toole  
(Co-Chairman)

Taryn Nixon  
(Secretary)