



| Meeting Information  |                                 |                     |               |
|--|---------------------------------|---------------------|---------------|
| <b>Meeting Title</b>   | ASPA Annual General Meeting     |                     |               |
| <b>Date of Meeting</b>   | 16 <sup>th</sup> September 2025 | <b>Start Time:</b>  | 19:30         |
| <b>Location</b>  | White Hart, Aston-on-Trent      | <b>End Time:</b>    | 20:15         |
| <b>Chair</b>   | Helen Quin                      | <b>Minute Taker</b> | Sian Williams |
| Meeting Objectives   |                                 |                     |               |
| <u>Agenda:</u>   |                                 |                     |               |
| <ol style="list-style-type: none"> <li>1. Present</li> <li>2. Apologies</li> <li>3. Agree Minutes from Last AGM (24 Sep 2024)</li> <li>4. Chair's Report</li> <li>5. Treasurer's Report</li> <li>6. Nomination and Election of Committee Members</li> <li>7. Meeting Principles: <a href="http://meetingsift.com">Meeting Rules (meetingsift.com)</a></li> <li>8. Conclusion/Next AGM</li> </ol> |                                 |                     |               |

| Attendance                |                 |         |                                   |           |          |
|---------------------------|-----------------|---------|-----------------------------------|-----------|----------|
| Committee & Other Members |                 |         | Class Rep Members                 |           |          |
| Name                      | Role            | Present | Name                              | Year Rep  | Present  |
| Helen Quin                | Chair           | Y       | Becky Brady                       | Reception | N        |
| Jo Caplin                 | Vice Chair      | Y       | Lara Lachello                     | 1         | See left |
| Jenny Broughton           | Treasurer       | Y       | Sian Williams                     | 2         | See left |
| Sian Williams             | Secretary       | Y       | Melanie Butt                      | 3         | N        |
| Lara Lachello             | Press Secretary | Y       | Sue Masters                       | 3         | N        |
| Jane Mawson               | Member          | Y       | Emma Holmes                       | 4         | N        |
|                           |                 |         | Sue Cooper<br>(Octavia's Grandma) | 4         | Y        |
|                           |                 |         | Carolyn Delehanty                 | 5         | Y        |
|                           |                 |         | Debbie Hoddinott                  | 5         | N        |
|                           |                 |         | Helen Quin                        | 5         | See left |
|                           |                 |         | Jenny Broughton                   | 5         | See left |
|                           |                 |         | Jo Caplin                         | 6         | See left |
|                           |                 |         |                                   |           |          |
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**Registered Charity No. 1052306**

**Chair:** Helen Quin **Vice-Chair:** Jo Caplin **Secretary:** Sian Williams **Treasurer:** Jenny Broughton  
 ASPA c/o Aston-on-Trent Primary School, Long Croft, Aston-on-Trent, Derby, DE72 2UH

| Discussions/Meeting Notes |  |   |                 |
|---------------------------|--|---|-----------------|
| Agenda Item               | Topic  | Discussion  | Owner           |
| 1.                        | Present                                      | Noted in table above  |                 |
| 2.                        | Apologies                                    | Alison Essex / Helen Toher / Becky Brady / Mel Butt   |                 |
| 3.                        | Minutes from last AGM                        | Minutes from last AGM read<br><b>D:</b> Minutes Agreed  | All             |
| 4.                        | Chair's Report                               | Presented by Helen Quin.<br><br>Copy of Chair's report issued with minutes of meeting.  | Helen Quin      |
| 5.                        | Treasurer's Report                           | Presented by Jenny Broughton.<br><br>Financial reports provided at each meeting to track what funds are available to help manage spend and provision for anything committed to. Make decisions based on what is available.<br><br>Copy of Treasurer's report issued with minutes of meeting.  | Jenny Broughton |
| 6.                        | Nomination and election of committee members | In line with constitution need Chair, Secretary and Treasurer.<br><br><b>Chair:</b> Helen nominated by Sian / 2 <sup>nd</sup> by Jo<br><b>Secretary:</b> Sian nominated by Helen / 2 <sup>nd</sup> by Jo<br><b>Treasurer:</b> Jenny nominated by Sian / 2 <sup>nd</sup> by Helen<br><b>Vice-chair:</b> Jo nominated by Sian / 2 <sup>nd</sup> by Helen<br><b>Press Secretary:</b> Lara nominated by Sian / 2 <sup>nd</sup> by Jenny<br><br>(Press Secretary covers Acorn article and canvas posters, Facebook etc.)<br><br><b>D: Committee agreed</b> | All             |
|                           |  | <u>Class Rep List:</u><br>Reception – Becky Brady<br>Y1 – Lara Lachello<br>Y2 – Sian Williams<br>Y3 – Mel Buutt<br>Y4 – Sue Cooper<br>Y5 – Carolyn / Jenny / Helen<br>Y6 – Jo Caplin  | All             |
| 7.                        | Meeting Principles Conclusion                | Proposed Meeting Principles to be adopted by the committee and members:<br><a href="http://meetingsift.com">Meeting Rules (meetingsift.com)</a><br><br>- Try to stick to what need to go through<br>- Social at end<br>- Allow everyone to speak<br>- Stick to Agenda and do not get distracted<br>- Do not be afraid to remind each other of the rules<br>- Allocated timeslot for each event organiser<br><br><b>D:</b> Meeting Principles agreed   | All             |
| 8.                        | Conclusion / Next AGM                        | September 2026 date to be agreed  |                 |

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