



ASPA AGM Meeting Agenda

15/09/2026	Start Time: 19:30
Location: The White Hart @ Aston	End Time: 20:15
Chair: Helen Quin	Minute Taker: Sian Williams

Attendance

Committee & Other Members			Class Rep Members		
Name	Role	Present	Name	Year Rep	Present
Helen Quin	Outward Chair Person	Y	Hannah Cresswell	Reception	Y
Jenny Broughton	Outward Treasurer	Y	Courtney Souto	Reception	Y
Sian Williams	Outward Secretary	Y	Helen O'Conner	Reception	Y
Jo Caplin	Outward Vice Chair	Y	Helen Toher	1	Y
Lara Lachello	Outward Media Officer	Y	Prunelle	1	Y
Jane Mawson	Member	Y	Lara Lachello	2	Y
			Sian Williams	3	Y
				4	
			Sophie Blake	5	Y
			Sue Cooper	5	Y
			Helen Quin	6	Y
			Jenny Broughton	6	Y
			Carolyn Delehanty	6	N

Reference

Owner

Present / Apologies

Discussion:	See register above	All
Action:	Apologies: Carolyn	Carolyn Delehanty

Minutes of last AGM September 2025

Discussion	Review of minutes from last meeting	Sian Williams
Action:	Approved	All

Report from The Chair of ASPA

Discussion	Helen read out report.	Helen Quin
Discussion	Send to School to be uploaded on ASPA website page	Sian Williams

Report from the Treasurer of ASPA

Discussion	Jenny read out report.	Jenny Broughton
Action:	Send to School to be uploaded on ASPA website page	Sian Williams

Election of new committee for 2026/2027

Chair Person:	Proposed by: Sian - Supported by: Helen Q	Lara Lachello
Treasurer:	Proposed by: Courtney - Supported by: Jenny	Sian Williams
Secretary:	Proposed by: Helen Q - Supported by: Jo	Sophie Blake
Vice Chair:		Not Appointed
Media Office:	Proposed by: Jenny - Supported by: Helen Q	Helen Toher

Review new constitution

Discussion	The current constitution is dated 2010. Latest law change was in 2011 for the Charities Act so needed to be updated. Summary of main differences - PTA to PTFA, Formal process for terminating or excluding membership, Loss of membership and trustee disqualification, Can create new roles, Added possibility for virtual meetings, Making decision by email if required. Expenses to be 2nd checked etc, Conflict of interest, Delegation to sub committee if required, Power of committee members, Dissolution process if ever needed. For full details please see the Constitution 15.09.2026	All
Action:	Full support of 13 members present	All
Action:	Update Charities Commission with new constitution document	Helen Quin
Action:	Send to School to be uploaded on ASPA website page	Sian Williams
Date of next AGM		
Discussion	September 2027 Date TBC	All
Action:	Date to be set before the end of Summer 2027	Lara Lachello