



**PACT at Q3 Academy Langley**  
**Minutes of AGM Zoom Meeting, Monday 10<sup>th</sup> May 2021**

**Present:**

Nicky Beecher	Justine Irish	Andrew Potter
Sara Barton	Seema Pabla	Angela Purewal
Trudi Blake	Peter Lee	Raj Sandhu
Sarah Davies	Bev Murphy	Sandip Sangar
Paola Easton		Sharon Virk
		Richard Hadley

**Apologies:**

Ashalam Qureshi	Kully Atkar	Parv Hayer
Clare Hudson		

**1. Apologies for absence.**

Andrew welcomed all to the meeting. Apologies given above.

**2. Minutes from last AGM 9<sup>th</sup> March 2020 & Matters Arising.**

Minutes from the last AGM were shared on screen. No matters were arising, and the minutes were accepted.

**3. Chairs Report 2020.**

Andrew started by reminding all in attendance that the formation and running of PACT has always been an adventure & exploration. PACT will continue to press forward. A year ago, PACT restructured the finances with a new bank account, treasurer and vice treasurer. A new committee by enlarge had been elected and successfully ran a winter fayre and several parents' evenings. PACT was going to continue to grow as COVID hit leaving best laid plans to go awry. The last year of PACT has been trying to sustain a sense of PACTs presence in the Q3 community during the difficult COVID times. The committee and its members have been working hard in the background to future proof PACT and we have a road map to help us start talking about the future.

This evening is a presentation of our roadmap for PACT in the future and hopefully much better times ahead.

Andrew also thanked Mr. Lee for consistently turning up to PACT meetings and keeping us informed. It is massively appreciated by all.

**4. Treasurer's Report for the year ending 31<sup>st</sup> December 2020.**

Paola shared and went through the treasures report to December 2020. The report will be sent out with the minutes.

Income from → a parents evening, uniform donations and easy fundraising money.

*Action*

Expenditure on → Revision books, ParentKind membership, refreshments for parents, masks for school.

Moving forward the financial period will change to an academic year as opposed to a Jan to Dec. This means we will do an end of year set of accounts from September 2021 – a nine-month period and then mirror the academic year.

## 5. Appointment of independent examiner of accounts

Accounts have been checked and verified by Angela and will be checked from now on by her husband who is a certified account and understands the process. The provision is now in place for the years ahead.

## 6. Election of officers in the committee

Committee members to be elected were Chair and Vice Chair.  
Seema and Paola intend to continue as secretary and treasurer.

Application from Clare Hudson submitted in writing for post of chair by deadline date. This was read out by Seema.

Nominated by Sara and seconded by Angela.

Clare was voted in to be chair by a majority vote.

Application from Angela Purewal for post of vice chair was received by deadline date.

Nominated by Trudi and seconded by Paola.

Angela was voted into vice chair by a majority vote.

Congratulations to both.

## Time to talk – Mr Lee. 20 min

- Building update – the build continues to go well. Regrettably it will not be finished before Year 11 leave, but the handover should be 2<sup>nd</sup> week in July.
- Year 11 film studies exam was this morning with 100% attendance. Their attendance and commitment continues to be phenomenal. 2 weeks' worth of exams and interventions which will be followed by some activities and a leavers assembly.
- Year 11 prom will be 3<sup>rd</sup> July 4-8pm. Invites will be sent out soon. No cost to students.
- Recruitment continues with some fantastic appointments. Many internal appointments and secondments. Have advertised further roles due to expansion.
- Consultation of merger with parents / staff / unions continues.
- Family lunch is now a 3-week menu. There are still uses of debt. Also had a tender process to remodel the kitchen over the summer holiday.
- New TV screens have been put up to.
- New staff held an induction day on zoom.
- There will be a celebration evening for Year 11 students in late Nov.

Andrew asked Mr Lee about changing the C in PACT from 'contact' to 'connection'.  
Mr Lee suggested writing to the other academies in the Trust to check.

Andrew also mentioned PACT will be looking at how regularly general meetings would be and the day they would be held on.

## Special Business

### 7. Adoption of the pre-approved Charities Commission constitution for parents' associations.

Paola shared how we have come to this point with the constitution for PACT. PACT had started to look at how to become a registered charity in 2020 and Paola has experience of the depth and detail needed to work with the Charities Commission and PACT will need to work differently in the transition period. This is not a reflection on any of the work carried out by PACT so far just that PACT will need to ensure it meets the standards.

During lockdown PACT committee members took the opportunity to look at the infrastructure and see what we needed to do. As the accounts show from last year PACT were about to go over the threshold of £5000 which makes it compulsory for us to become a charity.

PACT has been working hard behind the scenes to get ready for this. The first step was to update the constitution. As we looked at the issues, we tapped into the advice of ParentKind and realised they already had a constitution which was approved by the charities commission, so PACT decided to look at using this.

If PACT write their own constitution, which we can do, it will take months of back and forth with the charities commission to get their approval and PACT will also need to obtain costly legal advice.

ParentKind have used their experience to write a constitution which will be fast tracked for acceptance by the charities commission. So, it was advised to adopt the ParentKind constitution which is far greater than we currently need but will be of benefit to us 6 months down the line when PACT apply for charity status.

Paola shared the formal document of the ParentKind constitution and highlighted the main points. These include:

- The constitution is pre- approved if we do not change anything.
- PACT is a parent association not a parent & teacher association, so teachers are not members, but all parents and carers are automatically members.
- PACT would like to extend this to parents & friends. To include parents of year 11 students.
- Anyone who is admitted as a friend would need to be over the age of 18 and approved by the committee.
- Purpose of PACT were highlighted.
- When PACT transitions to full charity status the committee members will become trustees.
- The powers of the committee were highlighted.
- Membership can be terminated if someone dies, members can choose to resign, and PACT have the ability to remove members that pose a threat of safety to a child or anyone in the association.
- Meetings and frequency of meetings will be reviewed so we are not overusing peoples' spare time.
- AGM will still continue once a year and extra-ordinary meetings will be held if a vote is needed.
- The committee are PACT members who have been voted in.
- A minimum of 8 PACT members needs to be present in meetings for any votes to take place.
- The committee are there to run the association on behalf of all the parents so will have separate meetings to make decisions. Going forward sub committee meetings and focus group meetings can be held as long as there is a committee member in the meeting.
- PACT commit to hold accurate and compliant records.
- There is also provision for dissolution of PACT. Any funds PACT hold will be given to school.

At this point in time, we are looking to adopt the constitution. The document needs to be signed by Andrew and witnessed before PACT can send to all members. ParentKind advised PACT not to share the constitution until it had been adopted and signed.

All members voted to adopt constitution.

Once Andrew has signed the constitution PACT will send to members and upload to Facebook site. It will also be put on the Q3 website.

PACT is looking at using the ParentKind portal to hold all documents as well to make it easier to access.

#### **8. Changes of association definition to include 'friends of PACT'.**

As highlighted above.

#### **Any other business**

#### **9. Progression to registered charity status**

As discussed, above.

#### **10. Development of ordinary committee roles**

These will be discussed in the next meeting.

#### **AOB**

Justine thanked the committee for their hard work to raise the profile of PACT. Angela gave an update on the year books. Mr. Dawes & Justine are helping with the year books at school. If anyone else would like to be involved, please get in touch with PACT.

#### **11. Date of Next Meeting & beyond 😊**

Monday 7<sup>th</sup> June 2021

Monday 5<sup>th</sup> July 2021



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