

St James the Less RC Primary School PPTA

Extraordinary General Meeting

1 July 2025

The meeting opened at 6:30pm.

Introductions and apologies

Present were: -

Tom Mackie (current vice Chair), Sarah Mackie (current treasurer), Debbie Prince (former Chair), Victoria Hester (former Vice-Chair), Amanda Cunningham (former Secretary and minute taker), Catherine Heys (former treasurer) and Gemma Ferguson (current Chair).

Apologies from Rachel Cassidy (parent).

Actions: -

The EGM has been called to address two issues: -

1. To swap round the parties previously elected as Chair and Vice Chair at the AGM.
2. Election of a new Secretary

Gemma Ferguson was elected Chair at the AGM with Tom Mackie being elected Vice-Chair. Both have discussed their respective roles and agreed to swap round. Both confirmed that they were happy to swap roles, and a formal vote was taken to confirm this.

Last week Rachel Cassidy approached the PPTA committee expressing an interest in the secretary role and requesting an informal discussion with Amanda Cunningham as outgoing secretary. That discussion took place on 26 June 2025 and on 27 June 2025 Rachel confirmed that she would wish to be nominated for the secretary role. Rachel had confirmed that she would be unavailable for the EGM due to other commitments but would wish to be nominated in her absence. A formal vote was taken to vote Rachel in as secretary.

The new constitution is: -

- Tom Mackie Chair
- Gemma Ferguson Vice Chair
- Sarah Mackie Treasurer
- Rachel Cassidy Secretary

The meeting closed at 6:45pm.