# Selborne Primary School PTA / AGM Meeting Minutes

Date: November 2025

Location: [Insert venue if known]

Chair: Mrs. Shilling

## 1. Welcome and Introduction

Mrs. Shilling opened the meeting by welcoming all attendees. She explained that this was the formal PTA Annual General Meeting (AGM), held to elect the Chair, Vice Chair, Treasurer, Secretary, and Committee Members.

She reminded attendees that:
- PTA positions are voluntary and unpaid.
- Members must be parents or guardians of current Selborne pupils.
- Voting for main positions must take place in person.

## 2. PTA Overview and Presentation

Presenter: Mrs. Bijal Ghelani

Mrs. Ghelani explained the purpose of the PTA — to organize events for the children and raise funds for items not covered by the school budget.

Her presentation included:
- Overview of current PTA members
- Summary of events held during the previous year
- Achievements and contributions to the school
- Plans for upcoming events
- Strategies for improving communication with parents and the wider community

No follow-up questions or comments were raised at this stage.

## 3. Financial Report

Presenter: Mrs. Jumana Saleh

Mrs. Saleh presented the financial summary, detailing the funds raised from each event and outlining the PTA's overall financial position.

## 4. Election of Officers

The following members were nominated, seconded, and confirmed in their respective roles:

| Position | Nominee | Nominated by | Seconded by |
|---|---|---|---|
| Chair | Bijal Ghelani | Sulafa Yassin | Daniela Neves |

| | | | |
|---|---|---|---|
| Vice Chair | Charlotte Robinson | Jumana Saleh | Sharleen Gayle-Brown |
| Treasurer | Jumana Saleh | Charlotte Robinson | Nahar Al-Daraji |
| Secretary | Hala Grant | Victoria Clancy | Dina Abdulrazzak |
| Creative Director | Victoria Clancy | Mrs. Shilling | Hala Grant |

Committee Members:

Charlotte Robinson, Anton Robinson, Chloe Diaz, Eva Gyongyosi, Marc Simo, Nahar Al-Daraji, Elisabeta Stancu, Yasmin Paterson, Jumana Saleh, Daniela Neves, Amal Preston, Ramona Podina, Jasmine Pasha, Zahraa Hashim, and Rashila.

## 5. Questions and Discussion

Q1. What is expected of committee members?

A: Mrs. Ghelani explained that each role involves different responsibilities, and the PTA encourages active participation by assigning various tasks that members can volunteer for.

Q2. Can the list of committee positions and roles be shared with parents?

A: Mrs. Ghelani and Mrs. Shilling confirmed the information has been shared via the PTA WhatsApp group and email, and it will also be made available on the school website for easier access.

Q3. Can future events be scheduled on weekdays instead of Fridays?

A: Mrs. Ghelani and Mrs. Robinson explained that event dates are planned in coordination with the school calendar to avoid clashes. Mrs. Shilling added that while scheduling can be challenging, this suggestion will be considered in future planning.

## 6. Acknowledgements

Mrs. Sulafa Yassin thanked the PTA for their dedication and hard work in bringing the committee together and supporting the school community.

## 7. Call for Support

Mrs. Ghelani and Mrs. Shilling encouraged parents to volunteer, donate, and support upcoming PTA events, highlighting that even small contributions of time are greatly appreciated.

## 8. Closing Remarks

Mrs. Shilling congratulated the newly elected PTA members, expressed appreciation to all attendees, and officially closed the 2025 AGM meeting.