



**VICTORIA PRIMARY  
CHARITABLE TRUST**

1 Windrush Drive, Newhaven

Edinburgh, EH6 4TN

[www.victoriaprimarv.com](http://www.victoriaprimarv.com)

## Annual General Meeting

Thursday, 24 August 2023 at 4 p.m.

### Attendees

Sian Bevan, Stacey Panda, Kayleigh McBride, Laura Thomson, Leslie Kate Dymond Baldwin, Vic Young, Rebecca Tait, Anna Jones, Jade Calvert,

### Agenda

#### Last Meeting Follow-up

1. Minutes from the last AGM agreed

#### New Business

2. Charitable Trust role
3. Meetings
4. Charity members change
5. Board members (Trustees) elections
6. Financial report
7. Events report

### Notes

- Agreed charity members are: Sian Bevan, Kayleigh McBride, Stacey Panda, Leslie Kate Dymond Baldwin, Vic Young, Rebecca Tait, Jade Calvert, Anna Jones, and Ann Wheeler.
- Roger Walpole and Gillian Meek have been removed since they haven't attended meetings in over a year.
- Sian Bevan is looking to step down as chair and Vic Young has been voted as co-chair.
- Leslie will remain as treasurer and Kayleigh is still chair of the PTA.
- Rebecca Tait was elected as Secretary.
- Stacey Panda was elected as Project Manager.

- Signatories for the Charitable Trust Bank are to be: Kayleigh, Sian, Stacey, and Leslie. Bank of Scotland is the chosen bank.
- The annual report for 2022 - 2023 was presented.
- The charity had no reserves carried forward from the 2021 - 2022 school year and the reserves as of July 31st, 2023 are £3,252.69 of which £2,932.56 were deposited into the Victoria Primary Charitable Trust bank account and £140 are kept as cash float. £179.50 need to be transferred from the Parent Council account. The reserve is an unrestricted fund, corresponding to sums accumulated from income over expenditure which Trustees are free to use in accordance with the charitable objects of the Victoria Primary Charitable Trust.
- The calendar of events for the school year was agreed.

### Action Items

1. Sian will submit the let for all events to the council.
2. Leslie will complete the application to open a charity account with PayPal.
3. Our next event planned is a movie night for the whole school.

### Next Meeting Agenda Items

Next meeting is September 7th at Victoria Primary School at 4pm.

Movie night organising.

Signed by: Sian Bevan

Date: August 25, 2023.