



Derbyshire Parent Carer Voice
Annual General Meeting
22nd May 2025 Via Teams
Chair – Claire Walsh, Chair
Minute Taker – Sarah Whetton, Coordinator

Minutes

1. Welcome and AGM Formalities

Claire opened the meeting and outlined the formalities of the AGM. These included:

- Ratification of reports
- Election of trustees and officers
- Transition to the management meeting

She confirmed that all reports had been previously shared.

2. Review of Previous AGM Minutes

Claire reviewed the minutes from the previous AGM, highlighting:

- Key achievements and events held over the past year
- Results from surveys conducted
- Growth in membership
- Trustee changes, as documented on page two of the previous minutes

The minutes were approved as an accurate record.

3. Chair's Report

Claire summarised the outgoing Chair's report, covering:

- **Funding Utilisation:** Use of top-up and priority grant funding
- **Strategic Direction:** Development of the forum's strategy by previous trustees and chair, and continuation by the current team

- **Ofsted Area Inspection:** Noted that much of the strategic planning was overtaken by the Ofsted inspection shortly after the forum's formation
-

4. Financial Report

Claire presented the financial report, which included:

- Overview of income and expenditure
 - Remaining budget
 - Clarification that, as a charity, a financial buffer is required
-

5. Election of Trustees

Claire facilitated the election process:

- **New Trustee:**
 - Sadaf was nominated by Sam and seconded by Marie.
 - Sadaf was duly elected as a trustee.
 - **Re-election of Trustees:**
 - Laura, Wendy, and Becky stepped down and were re-elected.
 - Nominated by Marie and seconded by Dawn.
-

6. Election of Officers

The following officers were confirmed:

- **Chair:** Claire
- **Vice Chair:** Sam
- **Secretary:** Laura
- **Treasurer:** Position remains unfilled

These appointments were endorsed by the team.

7. Conclusion of AGM

Claire formally concluded the AGM.