

**PTA AGM****8.00pm on Thursday 16<sup>th</sup> November 2017 held at All Saints' C of E Primary School**

	<b>Committee members:</b>	<b>Other parents &amp; teachers:</b>
<b>Present:</b>	Katherine Josling (Joint Chair) (KJ) Amanda Hindmarsh (Joint Chair) (AH) Grace Clarke (GC) (Treasurer) (GC) Judith Clarkson (Secretary) (ACH) Deirdre Andre (Ordinary Committee Member) (DA)	Julie O'Brien Mrs Robinson Claire Nossiter Julie Braham Adam Carr Vanessa Brain Renate Slater James Tyler Cath Woolloff Abbey Vale Jessica Baxendale Claire Greenwood Sharon Moore Jane Wrangham Suzanne Bentham Marianna Easter Holley Spiers Lisa Nutton Claire Jowett
<b>Apologies:</b>	Sue Staton (Communications Officer) (SS)	Emma Moscrop Sandra Overfield Marianne Miles Katrina Williamson Kate Hemming Vickie Kemp Joanne Wales-Smith Lesley Phillips Liz Tennant

		Sue Siddons Nicki Palmer
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Item	Detail	Action	Notes
<b>1</b>	<b>Apologies for Absence</b>		
	AH/KJ welcomed everyone. JC listed the apologies. AH/KJ thanked the staff and the school, the school office, Mrs McCluskey and Mr Smith for all their support over the past year.		
<b>2</b>	<b>Minutes of the AGM held on 17<sup>th</sup> November 2016</b>		
	AH/KJ presented the minutes from the last AGM, which had been available for inspection at the School office, here immediately prior to the meeting, on the School website and by request from the PTA. The meeting agreed that the minutes be taken as read and were signed by the Chair.		
<b>3</b>	<b>Matters Arising from the Minutes</b>		
	AH/KJ confirmed that the PTA had donated £500 for Arts Week and this year were also donating £500 towards Science Week. AV commented that the opportunity for the children to mix across year groups, provided by these events, was extremely positive.  AH/KJ confirmed that all other matters arising from the minutes had been dealt with during PTA Committee meetings during the year.		
<b>4</b>	<b>Chair's Report for 2016/17</b>		
	AH/KJ reported that the PTA had enjoyed a very successful 12 months with great support. Both KJ/AH are stepping down with KJ having been on the committee for 3 yrs and AH 2 yrs. KJ/AH commented that it is important to have parents with children lower down the school to take over and bring new ideas. AH/KJ confirmed that DA/JC/GC and SS were also stepping down.  <u>Highlights of the year</u> In order to reduce the stress of the grotto, the committee had introduced a new system of grouping the children together. This had been very successful and the elves were happy.  The PTA tried to reduce expenditure on event to improve profit margins. Some events this year have been quieter than before but profits have still been good.		

<p>Systems have been further developed to document what is needed for events; what to buy, where from etc.</p> <p>Some events were delegated to particular parents such as Emma Dowson and Andrea Coates (PTA Camping Weekend), Marianne Miles &amp; Susan Eardley (February Disco), Holley Spiers (Christmas Cards), Emma Dowson (Foundation Tea Towels), Vicky Chotai (Bag2School), Flav Pop (Photos), Felicity Tomblin (2<sup>nd</sup> Hand Uniform). Thanks were expressed to all who had helped.</p> <p>Online volunteer sheets have been introduced which have greatly simplified the staffing of events. It has also made the volunteering more inclusive and easier.</p> <p>The house points competition for donations has been very successful and we are repeating it for this year's Christmas Fair.</p> <p>A brand new event was introduced – the Slumber Party. It was very easy to organise and a lot of fun. The film license lasts for 12 months so we will be playing a Christmas film in the waiting area of the Christmas Grotto at the Christmas Fair.</p> <p>The PTA also resurrected the Lucky Numbers game. Again this has been very easy to organise and has made £400 profit for a limited effort. KJ &amp; AH will continue to run this for the rest of this school year.</p> <p>The introduction of Classlist has also been very successful. Although one of the AGM attendees commented that someone had said they had come off Classlist as they were unhappy about a discussion thread. It was agreed that it would be good to remind people that they can limit their messages.</p> <p>Kids designed Christmas Cards was also resurrected and the children seemed to enjoy this.</p> <p>PTA policies are now all in place for the Charities Commission and risk assessments are completed for each event.</p> <p>The PTA booklet has also been updated in a flexible way so that it doesn't need re-editing every year.</p> <p>Overall this year the PTA has made much more use of Facebook and Twitter</p>	<p><b>Class Reps/ Comms Officer</b></p>	<p>Communicate Classlist functionality regarding messages to parents.</p>
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	Finally a recycling ink cartridges programme has been set up, which also enables people who can't help out in other ways, to contribute.		
<b>5</b>	<b>Treasurer's Report for the year ending 31 Aug 2017</b>		
	<p>GC provided and presented the Treasurer's report for the year 2016/17. The full report is attached which shows the breakdown of profit for each event.  GC had reported a good year with an opening balance of £7,019.  Events raised £15,950 and costs £7,237 giving a profit of £8,713 before donations made to school.</p> <p>Most successful events were the 2 fairs c. £1,600 from each  The discos c. £600 each  Slumber Party £562 (inc. the cost of the film license)  Camping, Christmas cards and Tea Towels raised £734</p> <p>£9,000 was donated to school  £4,500 for the Adventure Playground repairs  £500 for Arts week  £4,000 for educational trips/activities  £96 to leavers party (which was less than ½ the amount raised by the year 6's at the Christmas Fair toy stall)</p> <p>£6,636 held in funds as of 31/08/2017</p> <p>There was an outstanding cheque from the camping deposit which is now to be realised.  The accounts have been independently examined and confirmed as complete and accurate.  The charity documents are complete and ready for positing.</p> <p>GC proposed that Sandra Overfield be the independent reviewer again next year, and this was accepted.</p> <p>Since the year end £734 has been raised from the disco, which is believed to be the highest ever amount from a school disco. £133 from second hand uniform sales, £434 from Lucky Number. A donation of £100 has been received.</p>		

	£339 has been spent preparing for future events leaving a profit of £1,028																																																		
<b>6</b>	<b>Election of Officers and Trustees of the Committee with effect from the end of the meeting</b>																																																		
	<p><b>It was confirmed that the following people were stepping down from the committee:</b>  Amanda Hindmarsh (Joint Chair)  Katherine Josling (Joint Chair)  Grace Clarke (Treasurer)  Judith Clarkson (Secretary)  Sue Staton (Communications Officer)  Deirdre Andre (Ordinary Committee Member)</p> <p><b>Individual resolutions were proposed for the election of each post and the following were elected:</b></p> <table border="1"> <thead> <tr> <th><b>Name</b></th> <th><b>Position</b></th> <th><b>Proposer</b></th> <th><b>Secunder</b></th> </tr> </thead> <tbody> <tr> <td>Julie O'Brien</td> <td>Joint Chair</td> <td>Judith Clarkson</td> <td>Abbey Vale</td> </tr> <tr> <td>Julie Braham</td> <td>Joint Chair</td> <td>Claire Nossiter</td> <td>Vanessa Brain</td> </tr> <tr> <td>Adam Carr</td> <td>Vice Chair</td> <td>Judith Clarkson</td> <td>Abbey Vale</td> </tr> <tr> <td>Lesley Phillips</td> <td>Treasurer</td> <td>Amanda Hindmarsh</td> <td>Katherine Josling</td> </tr> <tr> <td>Suzanne Bentham</td> <td>Secretary</td> <td>Judith Clarkson</td> <td>Katherine Josling</td> </tr> <tr> <td>Renate Slater</td> <td>Comms Officer</td> <td>Judith Clarkson</td> <td>Abbey Vale</td> </tr> <tr> <td>Marianna Easter</td> <td>OCM</td> <td>Julie Braham</td> <td>Judith Clarkson</td> </tr> <tr> <td>Claire Nossiter</td> <td>OCM</td> <td>Vanessa Brain</td> <td>Judith Clarkson</td> </tr> <tr> <td>Jane Wrangham</td> <td>OCM</td> <td>Deirdre Andre</td> <td>Renate Slater</td> </tr> <tr> <td>Vanessa Brain</td> <td>OCM</td> <td>Claire Nossiter</td> <td>Judith Clarkson</td> </tr> <tr> <td>Claire Greenwood</td> <td>OCM</td> <td>Grace Clarke</td> <td>Katherine Josling</td> </tr> </tbody> </table>	<b>Name</b>	<b>Position</b>	<b>Proposer</b>	<b>Secunder</b>	Julie O'Brien	Joint Chair	Judith Clarkson	Abbey Vale	Julie Braham	Joint Chair	Claire Nossiter	Vanessa Brain	Adam Carr	Vice Chair	Judith Clarkson	Abbey Vale	Lesley Phillips	Treasurer	Amanda Hindmarsh	Katherine Josling	Suzanne Bentham	Secretary	Judith Clarkson	Katherine Josling	Renate Slater	Comms Officer	Judith Clarkson	Abbey Vale	Marianna Easter	OCM	Julie Braham	Judith Clarkson	Claire Nossiter	OCM	Vanessa Brain	Judith Clarkson	Jane Wrangham	OCM	Deirdre Andre	Renate Slater	Vanessa Brain	OCM	Claire Nossiter	Judith Clarkson	Claire Greenwood	OCM	Grace Clarke	Katherine Josling		
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<b>8</b>	<b>Any Other Business</b>																																																		
	<p>MR thanked the PTA for their support of the school and AV thanked the parents for their support of the PTA.</p> <p>AV confirmed that she was happy to continue as lead for the carnival. AV was thanked for her tremendous efforts in past years and for 2018!</p>																																																		

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Julie O'Brien / Julie Braham, Joint Chairs