

**PTA AGM****7.00pm on Wednesday 14<sup>th</sup> November 2018 held at All Saints' C of E Primary School**

	<b>Committee members:</b>	<b>Other parents &amp; teachers:</b>
<b>Present:</b>	Julie O'Brien (Joint Chair) (JOB) Adam Carr (AC) (Vice Chair) Suzanne Bentham (Secretary) (SB) Jane Wrangham (Ordinary Committee Member) (JW) Marianna Easter (Ordinary Committee Member) (ME) Claire Greenwood (Ordinary Committee Member) (CG)	Michele Robinson (MR) Amanda Hindmarsh Katherine Josling Lisa Nutton Sarah Lister Abbey Vale (AV) Emma Moscrop Claire Mason Sallie Sheldon Keith Moscrop Becky Bonner Ruth Walsh Ann Marie Cousins Vicky Chotai Alice Eaton Jenny Kennedy Rachel Leggetter Mystie Hood Elizabeth Cowlshaw Justin Hewitt Andrea Coates
<b>Apologies:</b>	Lesley Philips (LP) Vanessa Brain (Ordinary Committee Member) Sue Siddons	

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Item	Detail	Action	Notes
1	<b>Apologies for Absence</b>		
	<p>JOB welcomed everyone. Apologies were listed- see above.</p> <p>JOB thanked the staff and the school, the school office, Mrs McCluskey and Mr Smith for all their support over the past year, and to staff who have helped at events.</p> <p>Meeting eventually reached a quorum- alternatives to note for the future to make this easier included holding the AGM before Quiz Night/Christmas Fair, after drop off/pre pick up, or even to use a web-based meeting platform to make this aspect of the AGM less stressful.</p>		
2	<b>Minutes of the AGM held on 16<sup>th</sup> November 2017</b>		
	<p>JOB presented the minutes from the last AGM, which had been available for inspection at office AGM 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.</p>		
3	<b>Matters Arising from the Minutes</b>		
	<p>No matters arising from previous minutes- all agreed.</p>		
4	<b>Chair's Report for 2017/18</b>		
	<p>JOB reported that the PTA had enjoyed a very successful 12 months with great support from parents and school, despite being a completely new committee. Much thanks to KJ and AH, as well as Grace Clarke and Judith Clarkson for all their help through the year. The procedures put in place by the previous committee are excellent and really helped in getting going. Thanks also to the current committee. One year on and still committed to keeping things going, both for vital funding and for the benefit of the children.</p> <p><u>Highlights of the year</u></p> <ul style="list-style-type: none"> <li>- Further developed <b>organisation of events</b>, building on work by KJ/AH to make things run more smoothly. Volunteer signup working really well, AH fed back that it's quicker and more accessible- proved by most slots being taken up within a couple of days of being advertised.</li> <li>- <b>Events being run by small</b> groups are successful and a big help, namely: School Camping Trip run by Emma Dowson and Andrea Coates, Bag2School run by Vicky Chotai, Second Hand Uniform run by Felictiy</li> </ul>		

<p>Tomblin at the beginning of the year (now handed over to the PTA)</p> <ul style="list-style-type: none"> <li>- <b>Classlist</b> membership- 83% participation. Is this more in the lower years? We don't know how many are signed up on a class by class basis. AV commented that it reaches anyone likely to be involved. The PTA use Class List and are supported by the school office in sending out messages via ParentPay to ensure widest distribution. JOB encouraging use of Marketplace, the Classlist selling tool. It's recommended to put a message out via Classlist to alert people to check Marketplace when posting items for sale. AH recommended 'liking' threads to keep alerts coming. The interface is improving. There are still questions as to how best to contact the PTA using Classlist- AV suggested setting up a dummy parent who could communicate with all parents, or setting up specific names on Classlist for uniform etc. AH commented that Classlist Help is very useful and suggested contacting. Photos of PTA committee on boards in the playground would be good.</li> <li>- House Point competition for Christmas fair donations to run again following previous success. JW to organise totaliser and collections.</li> <li>- The <b>Black Tie</b> was most profitable event of the year.</li> <li>- <b>Carnival</b>- as amazing as ever. Many thanks to AV, Kate Hemming and VB for going above and beyond. AV commented that the Carnival has a life of its own, and that although it wasn't supposed to be a 'big' year, somehow, it was!</li> <li>- <b>Summer fair</b>- showing the World Cup on the big screen, great weather, atmosphere and turnout. This led to brief discussion of difficulty of avoiding clashes when scheduling events- can we get a list from Tourist Info? JW commented that there is always something on. The Quiz night has been moved to avoid a clash with the lights being switched on.</li> <li>- <b>Matt Easter</b>- special thanks for PTA fleeces and great donations for Summer/Christmas fair and for being our bingo caller!</li> <li>- <b>Easter party</b>- special thanks to VB who has done an amazing job. Going forward we will be looking for F/Y1.</li> <li>- <b>Discos</b>- very popular, relatively low on set up and org, volunteer sheets working really well. Just short of £1000 profit for the most recent.</li> <li>- All <b>volunteers</b>, bun bakers- every contribution big or small is appreciated – thank you!</li>   <li>- Low light- <b>cancellation of XC</b> (due to snow) was a big loss in terms of fundraising. Fortunately all suppliers very good in allowing us to cancel late. We are hopeful of keeping the All Saints' fixture going forward, as there are now only four events as opposed to six.</li> </ul>	<p><b>JW</b></p>	
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5	<b>Treasurer's Report for the year ending 31 Aug 2017</b>		
	<p>JOB provided and presented the Treasurer's report for the year 2017/18 as LP was unable to attend. The full report is attached which shows the breakdown of profit for each event.  LP had reported a good year with an opening balance of £6,636.  Events raised £19,619 and costs £9,780 giving a profit of £9,839 before donations made to school.</p> <p>The most successful event was the Black Tie raising £2,412, followed by the Christmas and Summer fairs raising £1,828 and £1,153 respectively.  Disco 1 raised £734  Slumber Party raised £502  Lucky numbers, 2<sup>nd</sup> hand uniform and the Bingo night each raised over £400</p> <p>Summary of Donations to school:</p> <p>£8,957 was donated to school  £700 for STEM equipment  £400 for Science week  £3,500 for the Adventure Playground  £4,000 for educational trips/activities  £400 for DT Day  £81 to leavers' party representing 50% of the Christmas Fair Toy Stall.</p> <p>£7,275 held in funds as of 31/08/2018</p> <p>The accounts have been independently examined and confirmed as complete and accurate.  The charity documents are complete and ready for positing.</p> <p>JOB proposed that Sandra Overfield be the independent reviewer again next year, and this was accepted.</p> <p>Since the year end £988 has been raised from the disco, £180 from second hand uniform sales, and £400 from Lucky Numbers.  Available funds are £8,841.</p>		

	A note on the recent Disco: there was a lot of stock so low outlay and high profit. EM advised keeping cost of items for sale to hand to help with knowing what to charge per item. AC has original costs. Plastic snakes sold very quickly. JOB encouraged all to grab any bargains they may spot when Christmas shopping.																																																		
<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> Julie Braham Co-Chair</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>Name</th> <th>Position</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Julie O'Brien</td> <td>Co-Chair</td> <td>Jane Wrangham</td> <td>Adam Carr</td> </tr> <tr> <td>Jane Wrangham</td> <td>Co-Chair</td> <td>Julie O'Brien</td> <td>Adam Carr</td> </tr> <tr> <td>Adam Carr</td> <td>Vice Chair</td> <td>Christine Neasham</td> <td>Julie O'Brien</td> </tr> <tr> <td>Lesley Phillips</td> <td>Treasurer</td> <td>Jane Wrangham</td> <td>Julie O'Brien</td> </tr> <tr> <td>Suzanne Bentham</td> <td>Secretary</td> <td>Julie O'Brien</td> <td>Jane Wrangham</td> </tr> <tr> <td>Claire Greenwood</td> <td>Ordinary Committee Member (OCM)</td> <td>Julie O'Brien</td> <td>Adam Carr</td> </tr> <tr> <td>Vanessa Brain</td> <td>OCM</td> <td>Suzanne Bentham</td> <td>Julie O'Brien</td> </tr> <tr> <td>Marianna Easter</td> <td>OCM</td> <td>Claire Greenwood</td> <td>Adam Carr</td> </tr> <tr> <td>Stephanie Maude</td> <td>OCM</td> <td>Marianna Easter</td> <td>Claire Greenwood</td> </tr> <tr> <td>Lisa Hurst</td> <td>OCM; Year Rep Coordinator KS1</td> <td>Laura Ware</td> <td>Sarah Hewitt</td> </tr> <tr> <td>Sarah Hewitt</td> <td>OCM; Year Rep Coordinator KS2</td> <td>Laura Ware</td> <td>Lisa Hurst</td> </tr> </tbody> </table>	Name	Position	Proposer	Seconder	Julie O'Brien	Co-Chair	Jane Wrangham	Adam Carr	Jane Wrangham	Co-Chair	Julie O'Brien	Adam Carr	Adam Carr	Vice Chair	Christine Neasham	Julie O'Brien	Lesley Phillips	Treasurer	Jane Wrangham	Julie O'Brien	Suzanne Bentham	Secretary	Julie O'Brien	Jane Wrangham	Claire Greenwood	Ordinary Committee Member (OCM)	Julie O'Brien	Adam Carr	Vanessa Brain	OCM	Suzanne Bentham	Julie O'Brien	Marianna Easter	OCM	Claire Greenwood	Adam Carr	Stephanie Maude	OCM	Marianna Easter	Claire Greenwood	Lisa Hurst	OCM; Year Rep Coordinator KS1	Laura Ware	Sarah Hewitt	Sarah Hewitt	OCM; Year Rep Coordinator KS2	Laura Ware	Lisa Hurst		
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<b>8</b>	<b>Any Other Business</b>																																																		
	MR thanked the PTA for their support of the school and AV thanked the parents for their support of the PTA. Funds are essential to benefitting the children.																																																		

<p>JOB: Communicating the specific projects money is raised for is crucial.</p> <p>AMC: Useful to recognise that targets and projects can change over time. Parents understand this but need to be kept informed as and when this may happen.</p> <p>AV: Informed the meeting that there has been some disappointment among the parent body that money raised may have ended up in other projects, or that the projects have not yet come to fruition. This legacy will move on with current Y5/6.</p> <p>MR: Told the meeting that she is still confident that in the new build the Skills Room will fulfil its original purpose. She highlighted the need for projects supported by the PTA to be as wide-ranging as possible with benefits spread across school.</p> <p>The meeting recognised the importance of encouraging new fundraising suggestions- a good thing for Year Reps to encourage.</p> <p>Advertising success of events is valuable- getting the total raised by each event out within the week is encouraging for parents.</p> <p><b>Carnival</b>- AV's amazing efforts recognised by the meeting. AV not able to be as involved as in the past but will be taking on more of a 'creative director' role this year. The Carnival team may be looking at a year group-led approach to making/organising. Hard to predict/plan for scale as things change as you go along- more children sign up, more ideas come along. MR pointed out the two form entry will have implications for the Carnival.</p> <p>AH, EM, AV advised on covering the gap arising next Summer when LP will need to resign as <b>Treasurer</b> as she will not be a parent at the school from the end of the Summer term. Best option is for the PTA to appoint a Vice treasurer from around Easter, who will then continue as acting Treasurer after July pending formal election at the next AGM (this has happened in the past). Alternatively an acting Treasurer can be appointed when Lesley resigns, but the first option is preferred.</p> <p>Note that Committee resignations need to be in writing/by email and the Charity Commission records need updating.</p>		
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Julie O'Brien / Jane Wrangham, Joint Chairs