

PTA AGM**7.00pm on Wednesday 13th November 2019 held at All Saints' C of E Primary School**

	Committee members:	Other parents & teachers:
Present:	Julie O'Brien (Joint Chair) (JOB) Adam Carr (AC) (Vice Chair) Suzanne Bentham (Secretary) (SB) Marianna Easter (Ordinary Committee Member) (ME) Claire Greenwood (OCM) (CG) Lisa Hurst (OCM) Vanessa Brain (OCM) (VB) Claire Greenwood (OCM) (CG)	Michele Robinson (MR) Sue Siddons Emma Reimer Katherine Josling (KJ) Amanda Hindmarsh Dominique Cook Rachel Edwards Nicola Harper Eleanor Sedlak Elaine Goldsack Pilar Donnelly Stephen Cannar Oliver Hurst Denise Frankland Richard Smith Kate Brown Kate Hemming Cath Woolloff Emma Moscrop (EM) Anne Marie Cousins Andrea Coates Helen Hooper Mystie Hood Cerbe Grose Christine Neasham Susan Eardley
Apologies:	Jane Wrangham Sarah Hurst	

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Item	Detail	Action	Notes
1	Apologies for Absence		
	JOB welcomed everyone. Apologies were listed- see above. 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.		
2	Minutes of the AGM held on 14th November 2018		
	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.		
3	Matters Arising from the Minutes		
	No matters arising from previous minutes- all agreed.		
4	Chair's Report for 2018/19		
	<p>Highlight of the year: the school Cross Country, following the cancellation the previous year. JW's generous loan of camper van again made this a great event.</p> <p>Thanks: Grateful thanks go to: Sandra Overfield for overseeing accounts Andrea Coates/Emma Dowson for organising camping Vicky Chotai for continuing to organise Bags2School- a really worthwhile fundraiser, please support Abbey Vale and Kate Hemming for another amazing effort for the Carnival All the staff who support PTA events, especially Mrs Robinson, Mrs Brown, Mr Thornton, Miss King, Mrs Atkinson, Miss Webb, Mrs McCluskey, Mr Smith. Sadly Lesley Philips stepped down as Treasurer when her daughter went to IGS and she was no longer a parent at the school. JOB has been fulfilling the role up to this meeting. Many thanks to Lesley for her excellent work as Treasurer.</p> <p>Event summary: Summer Fair- this was a great success, perhaps against expectations as the previous one had been so different, piggybacking off the World Cup. Despite being scaled back (because of access) there was lots of positive feedback. The more compact footprint perhaps brought it all together. Special thanks to the</p>		

	<p>Flying Duck for their generosity.</p> <p>Christmas Fair: A great success, the importance of balancing fundraising and community building was discussed. Outside providers of stalls for this year discussed – a new avenue? Table for fixed rate or percentage of sales? Previously there was a Christmas event based entirely on external providers, and KJ/AH had run a similar event previously but had only offered to parents at the school. Mr Cannar fed in that in one school the PTA charged £15 per table as well as asking for a donated raffle prize. Easy way to open the doors.</p> <p>Nativity photos- very much appreciated and a good fundraiser, JOB to do again this year.</p> <p>Uniform: a mammoth task! How to promote? There’s lots of really good quality clothing. Keeps bringing in money as a drip feed. Elaine Goldsack has offered to coordinate this.</p> <p>The Disco went neon. Lots of good feedback for this, the children really enjoyed it. PTA trying to sell less plastic and encourage disco-goers to bring own cups.</p> <p>Carnival- a slightly lower key entry which still looked fantastic and generated many small groups working together on sections and having fun, wonderful community building for parents and children, Abbey Vale and Kate Hemming did a truly wonderful job!</p> <p>Christmas Cards have already been done- well in advance! The organisation of this has been brilliant thanks to Claire Greenwood’s efforts, but uptake is down on last year, both because last year’s orders were late and Foundation did not do their cards in school because it was too early (October). Look into doing cards a little later next year (though this may delay orders)?</p> <p>Classlist continues to be used as the primary tool for PTA comms, with participation increased to 92%. Year groups also use WhatsApp and Facebook in parallel. The office supports the PTA by sending out important notices via ParentPay to make sure every parent receives the information.</p> <p>Looking ahead, there will be limitations because of building work which will affect how we operate. Looking for fundraising that doesn’t depend on the availability of space E.g. Amazon smile. All encouraged to bring forward any ideas like this.</p> <p>There was a great number on the committee and everyone worked really hard to make events happen- thank you one and all.</p> <p>To all volunteers, bun bakers- every contribution big or small is appreciated – thank you!</p>		
5	Treasurer’s Report for the year ending 31 Aug 2019		

<p>JOB provided and presented the Treasurer's report for the year 2018/19 having taken over from Lesley Philips as Treasurer until the AGM. The full report is attached which shows the breakdown of profit for each event.</p> <p>JOB reported a good year with an opening balance of £7,275.</p> <p>Events raised £15,500 and costs £6,518 giving a profit of £8,981 before donations made to school.</p> <p>The most successful events were the Christmas and Summer fairs raising £1,628 and £1,239 respectively.</p> <p>The Discos raised over £900 each</p> <p>Slumber Party raised £590</p> <p>Bingo raised £428</p> <p>Cross Country raised £401</p> <p>Quiz night raised £370</p> <p>Lucky numbers raised £267</p> <p>Summary of Donations to school:</p> <p>£4,000 was donated to school</p> <p>£80 to leavers' party</p> <p>£11,939 held in funds at 31/08/2018</p> <p>The accounts have been independently examined and confirmed as complete and accurate.</p> <p>The charity documents are complete and ready for posting.</p> <p>Since the year end £xxx has been raised from the disco, £xxx from second hand uniform sales, £xxx from Christmas cards.</p> <p>Available funds are £xxx.</p> <p>Possibility of online banking discussed, many possible benefits of this. El Sedlak to begin looking into this.</p> <p>MR told the meeting that the PTA's donation of £4000 had gone towards iPads, software updates, visitors in and trips out.</p> <p>Going forward, a sum of money to be given in the new year for trips and visits. Making sure that all benefit from money raised even though wooded area is the main focus. Area by Portakabin will be</p>		
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	redeveloped. MR looking for ideas from children. All weather surface important. E.g. adventure playground. All ideas welcome. It is expected to be an expensive project.																						
6	Appointment of an Independent Examiner of Accounts for the year ending 31 August 2020																						
	Sandra Overfield to be appointed, subject to her agreement																						
7	Election of Officers and Trustees of the Committee with effect from the end of the meeting																						
	<p>It was confirmed that the following people were stepping down from the committee: Jane Wrangham Co-Chair Vanessa Brain OCM Marianna Easter OCM Lisa Hurst OCM Sarah Hewitt OCM Stephanie Maude OCM Claire Greenwood</p> <p>Very many thanks to all the above for their hard work and time (and camper van use!)</p> <p>The following were voted in by the meeting:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Proposer</th> <th>Second</th> </tr> </thead> <tbody> <tr> <td>Julie O'Brien</td> <td>Co-chair (Comms)</td> <td>Vanessa Brain</td> <td>Stephen Cannar</td> </tr> <tr> <td>Adam Carr</td> <td>Co-Chair</td> <td>Julie O'Brien</td> <td>Christine Neasham</td> </tr> <tr> <td>Eleanor Sedlak</td> <td>Treasurer</td> <td>Jane Wrangham</td> <td>Julie O'Brien</td> </tr> <tr> <td>Suzanne Bentham</td> <td>Secretary</td> <td>Adam Carr</td> <td>Julie O'Brien</td> </tr> </tbody> </table> <p>In order to avoid the difficulties this year and last in achieving a quorum, the committee is deliberately being kept small. However, several people have come forward to offer to run individual events or fundraising efforts, namely: Disco/Christmas card Rep – CG, with support from VB Uniform Rep: Elaine Goldsack, with support from ES Tea Towels: Lisa Hurst Euros competition: Katherine Josling</p>	Name	Position	Proposer	Second	Julie O'Brien	Co-chair (Comms)	Vanessa Brain	Stephen Cannar	Adam Carr	Co-Chair	Julie O'Brien	Christine Neasham	Eleanor Sedlak	Treasurer	Jane Wrangham	Julie O'Brien	Suzanne Bentham	Secretary	Adam Carr	Julie O'Brien		
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	Easter party: Kate Hemming with support from VB Winter warmer Gin tasting: Marianna Easter		
8	Any Other Business		
	<p>MR thanked the PTA for their support of the school – it makes a massive difference. It was agreed to resend the Amazon smile link in the run up to Christmas. Action: AC to re-send KJ commented that social media is a good platform for promoting events. The PTA had moved away from using it because of GDPR concerns but if it's solely used for promoting events it would be fine. EM offered thanks to committee, noting that it's often only negative feedback that gets through but it's important to note the positives. JOB reported that a link to the uniform labelling tool Stampstastic is coming soon. First aid training- MR offered to extend training to PTA, need to find out whether we need full training or lower level. Action: AC to contact PTA UK to find out. There was a note to include photos of the committee in the next newsletter, and to include thanks to those stepping down from the committee. Action: JOB to include these in newsletter.</p> <p><i>Note that Committee resignations need to be in writing/by email and the Charity Commission records need updating.</i></p>	<p>AC</p> <p>AC JOB</p> <p>VB, SM, LH, SH, ME, CG, JW, JOB</p>	

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Julie O'Brien / Jane Wrangham, Joint Chairs