



AGM PTFA Minutes

Date: 12th September 2019

Time: 3:45pm

Venue: St Michael's & All Angels Pre School

Attendees: Joanne Feltham, Vicki Gibson, Juliette Craven, Jenny Bamforth, Gemma Barrett, Fiona Averill, Gemma Brown, Sarah Beaumont, Nik, Sharon Tempest

Agenda:

- 1) Apologies
- 2) Minutes
- 3) Chair's Report
- 4) Treasurer's Report
- 5) Appointment of Independent Examiner
- 6) Election of Committee Members
- 7) Disco
- 8) Christmas
- 9) Future Meetings
- 10) AOB

Proceedings:

- 1) Apologies were received by:
 - Fliss Farrar-Smith
 - Claire Berry
 - Keira Thomas.
 - Mrs Jenny Bamforth, Deputy Headteacher, attended as the staff representative.
- 2) No minutes were available from the last meeting, therefore it was agreed that Joanne Feltham would chair the meeting.
- 3) No official Chair's Report due to the chair leaving the role, however, JF discussed at length the different fundraisers that the PTFA had been involved with during the last academic year. It was agreed that the PTFA had had a really successful year, with highlights being Bags 2 School, Discos and Sports Day.

4) The treasurer's report was issued to all members. As we now have over £5K in the pot, it was discussed that we now need to be registered as a charity. Following the treasurer's report, discussions took place regarding some key things that need to be considered as potential projects funded by the PTFA.

- i. **Allotment** – This is going to be the main project that the PTFA want to fund. JF discussed having a thermometer in the main entrance which would be used to 'track' the funding as it progresses.
- ii. **School Play Equipment** – Gemma asked if the PTFA could look at providing funding for more play equipment for playtimes/lunchtimes. JB said that money from the Sports Funding had already been used to enhance the school play equipment.

Actions:

- ✓ **Treasurer to ensure we are registered as a charity**
- ✓ **JF to look into a thermometer tracker for the front entrance**

5) It was agreed that an Independent Examiner would be required for verification of the PTFA's books.

Actions:

- ✓ **Treasurer to appoint an Independent Examiner**

6) Due to changes within personnel, discussions then turned to appointing a new constitution for the PTFA. The following new constitution was agreed. All three roles were proposed by Gemma Brown and seconded by Sarah Beaumont.

Joanne Feltham – Chair Person

Vicki Gibson - Treasurer

Juliette Craven – Secretary

7) Discussions were then had around the discos held during the last academic year. The next disco will be held on the **22nd November 2019**. It was agreed that having a number of discos for different year groups did not work particularly well, therefore there will be 2 slots that any child can choose to attend:-

4:45pm – 5:45pm

6:00pm – 7:00pm

Same rules will apply from previous discos. No pre-school this time and no coats! It was agreed that the theme would be that of a 'Winter Wonderland' with the cost of tickets being £3 each. Discussions were then had about the decorating of the hall, which Nik and Gemma Barrett will be taking the lead on. Also, we discussed things that we would have on sale at the disco; snap bands, wands and balloons etc were mentioned, as were sweets. JC discussed Parfetti's Cash and Carry.

Actions:

- ✓ **JF to decide where sweets, balloons, wands etc will be purchased from and speak to appropriate person/s to buy.**
- ✓ **Nik & Gemma Barrett to arrange decorations for the themed event**

- 8) This year, it was agreed by the members that there would be a Xmas Wrap known as a 'Secret Shop for Xmas'. This would be run in school in the RFI room, utilising the same theme 'Winter Wonderland'. Agreed that a set amount would be given to each 'pair', where they purchase gifts pertaining to a specific 'type' and wrap these. 300 presents with 4 different categories – Kids, Mums, Dads, Miscellaneous. Agreed that the maximum for each present would be £1.25.

Actions:

- ✓ **JF to give a set amount of money to each team**
- ✓ **Teams were agreed as Gemma Barrett & Nik -Kids, Sarah Beaumont & Gemma Brown- Mums, Sharon & Fiona - Dads, Vicki & Jo - Misc.**
- ✓ **Teams to purchase gifts and wrap these**
- ✓ **JF to agree who will be responsible for decorating the grotto**

- 9) It was agreed that future meetings would be held after school, at the same venue and that we would look at meeting on the 2nd Thursday of every month

Actions:

- ✓ **Meetings now scheduled for the 10th October, 14th November 2019**

- 10) AOB

- i. **Community Fayre** - Gemma Barrett initiated a discussion about having a fayre to be held in the summer that would be known as a 'Shelf Community Fayre'. Lots of discussions around this. This would not be run by the school staff and therefore it was made clear there are no expectations for staff to attend. It would be run by the PTFA and potentially the Church, as well as incorporating other agencies within the village such as the Guide and Scout Association. JB said that more staff would possibly attend if this was held after school on a Friday as opposed to a weekend. Potentially looking at this event to be held in June.

Actions:

- ✓ **Gemma to look into this further. What stalls? Who will be**

involved? Costings?

- ii. **Other fundraising ideas** – Lots of discussions around this. It was felt that the Xmas Cards; whilst a nice idea, did not generate as much money as was anticipated and were also very complicated to facilitate! Class tea towels were discussed.

Actions:

- ✓ **JC to look into costings of this and bring back to next meeting.**

Next meeting to be held on the **10th October 2019.**

Minutes prepared by J Craven