



Parents, Teachers and Friends Association

Minutes of the PTFA AGM meeting held in the school on:

Tuesday 18th September 2012

Present:

Dawn Forbes, Serena Pitchers, Rachel Duncan, Neil Walker Jane McSharry, Vinay Patak, Maxine Hills, Yashmin Rawbone. Mairead Fernandez, Emilie Onyekwe

Apologies:

Mary Moran, Theresa Hancox , Moira Parkin-Moore, , Siobhan Muller, Pinder Bal

Welcome:

The committee welcomed Emilie and David Onyekwe, parents of Andre in Reception Class to their first PTFA meeting.

Chair's report:

Mary Moran the incumbent PTFA Chair was unable to attend the meeting. She sent a report through to Mrs McSharry who then read the report to the committee (attached appendix 1).

Treasurer's Report:

Vinay Patak the incumbent Treasurer was present and took the committee through the report for the year. (attached appendix 2).

Notes in addition to the report provided were:

- The philthebag funds have been banked but are not shown on the report. VP to amend.
- The summer fete profit of £519 had been paid in but was not shown on the report.
- The updated cash balance in the PTFA's bank account is therefore £2687.70 a record amount in recent years.
- 21% increase in fundraising £ for 2011/2012 against the previous year.
- Profit affected however due to significant increase in expenditure – (68% expenditure increase in 2011/12 compared to 2010/11.)
- Some stock bought will be utilised for future events.
- £50 costs for school disco missed off accounts and will be amended by VP.



Chair, Secretary and Treasurer will set about recording an idea of inventory and stock in the PTFA cupboard.

The PTFA bought for the school:

- A new music system
- A safety net for the pond
- Jubilee mugs
- Christmas gifts, first communion cake, leavers ball

Planned Expenditure for the year 2012/13:

- Christmas lunch gift: £216
- Lottery license: £20
- First Communion Cake, tea/coffee: £160
- Liability insurance £40
- PTA-UK membership £95
- Leavers ball £72

New Chair with Mary Moran to establish whether the additional liability insurance is needed or whether the PTA-UK insurance will suffice.

VP suggested that we may want to begin to record inventory/stock expenditure in more detail.

Summary of items purchased for the school using PTFA funds in recent years:

- Tyre park
- Freezer
- Evening meal for leavers ball
- Digital Flip cameras
- Sports bibs
- Boat in KS1 playground
- Jubilee Mugs
- Music system
- Safety net



Election of Officers:

Chair: Mairead Fernandez – Nominated by Rachel Duncan, seconded by Dawn Forbes.

Secretary: Serena Pitchers – Nominated by Dawn Forbes and seconded by Neil Walker.

Treasurer: Yashmin Rawbone – Nominated by Mairead Fernandez and seconded by Rachel Duncan

Mairead noted that all the positions were for a year and that part of the mission of the PTFA should be to encourage new members and potential committee members throughout the year.

It was also agreed that Neil Walker would remain responsible for all IT communication updates such as the website, facebook and Twitter should those media be used in the future. Serena will forward all marketing/newsletters to Neil to check compatibility with non-Mac users.

It was discussed whether the committee should change the constitution to elect a permanent officer in this position and what they should be called.

Chair (MF) to investigate further.

Calendar of events for the 2012/13 year:

The following dates were discussed for the Autumn/ Winter term. It was agreed that dates for the Spring and Summer terms should be agreed at the next meeting.

- Philthebag collection: Tuesday 13th November
- Disco: Thursday 20th December
- Christmas Fayre: Friday 7th December – 3pm start suggested by JMcS so as to allow parents to shop before children are collected.



Initial discussion regarding the Christmas fayre, Craft events and Expenditure :

The following ideas will be investigated by JMcS and the officers:

- Use the Nursery / reception class for future craft evenings to allow for early set up and not effected by afterschool clubs.
- Incorporate the craft evening into the Christmas Fayre so as to focus resources on he Fayre.
- Could Teachers be asked to run stalls for each class with the class receiving the money from 'their' stall?
- Could the teachers also be asked for their wish list of items that the PTFA could purchase for the school, as has happened in the class? This would be in addition to wishes from the school council.
- Again it was agreed that the school as a whole needs to be surveyed to create an involvement with everyone. – The officers will investigate.

Other business:

It was agreed that to keep the committee meetings concise, the officers handovers should happen 'offline' i.e. Serena with Dawn, Mary with Mairead and Yashmin with Vinay.

The Officers should also meet before the next committee meeting to discuss dates and ideas which then can be detailed on the agenda and approved by the committee as a whole. This again should save time and focus future meetings.

'Yellow Moon' need to be chased to check that we still receive commissions and to give new catalogues to parents.

SP to contact Asda to try and get the PTFA as a registered charity for their token giving scheme.

Waitrose will also be contacted to see if we can be included on their scheme.

Macmillan Coffee morning:

The PTFA have been asked by the school to run the MacMillan Coffee Morning on Friday 28th September at school drop off 8.50am onwards.

This of course will be run to raise money for MacMillan, but also as a Welcome event for new parents and for 'old' parents to socialise and learn about the achievements of the PTFA and what the PTFA would like to achieve in the future.



Volunteers are needed to help on the morning and/or buy supplies before the event if needed.

- SP, MF, YR agreed anyone else?

Cakes will also be donated and sold to involve the children in raising money for the Macmillan cause.

SP will send communication to Mrs Brown to notify parents/teachers.

Thank You:

MF wanted it to be noted of her and the committee's thanks to all of the outgoing officers for their valuable help and time to the PTFA and the school.

Items not covered in the meeting as we ran out of time:

- Expenditures for 2012/13 and fundraising target – n.b. some flipcameras need to be replaced
- PhiltheBag – link with local businesses to donate items for PTFA benefit
- The Giving Machine: set up before Christmas to allow link and earn commission for items purchased.
- Playground Equipment 'project'
- 'Guess to Give' online fundraising scheme
- Cinema Clubs / Family cinema nights?
- Cake Sales
- Mufti (non-Uniform) days
- Evening events (international food nights, pamper nights etc)
- Online surveys by parents in exchange for cash for PTFA
- 'Silver Smarties' spare change fundraiser.
- Ideas to encourage more volunteers e.g. Raffle ticket every time you volunteer with prize draw in July? Meetings in the pub? More social?

Next PTFA meeting in School: Thursday 4th October 2012

2.45pm

Requested Agenda items to Mairead Fernandez by 28th September please.

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