

Ladygrove Park Primary School Parents Association (PALS)

Registered Charity No. 1164334

ANNUAL GENERAL MEETING 12 October 2016

MINUTES

1. Attendees

Katie Burnett (Chair)	Suzanne Kenneally (Treasurer)
Jo Keeling (Secretary)	
Alison Garraway	Alison Burbage
Charlotte Fells	Charlotte Slade
Ellie Edgington	Nicole Bonnet
Hilary John	Josie Mottershead
Sam Drew	Tracey Webb
Ally Charles	Evie Higgins

Apologies for absence: Claire Smith & Gemma Webb

2. Welcome & Introductions from Katie Burnett (Chair)

3. Aims & Objectives for the Group / Mission Statement

"Parents at Ladygrove School (PALS) PTA is dedicated to enriching & supporting the lives of children. We do this by providing resources, communication and encouraging involvement in the school and community."

Suzanne explained that PALS fundraising is important to allow the school to purchase products and services over and above their standard local authority funding, in order to allow them to enhance the children's time at school.

4. Minutes of the Annual General Meeting held on 4 November 2015

Katie briefly summarised the actions taken as a result of the last AGM, where the current charity structure and team was agreed.

5. Matters arising from the Minutes of the last AGM

No matters arising from last year's AGM. Minutes are available to view on the PALS facebook group page.

6. Chair's Report for 2015/2016

Jo read the report in brief, summarizing the key events and achievements of the previous year. The report is available on the PALs facebook page and will be submitted to the Charities Commission.

7. Treasurer's Report for the year ending 31 Aug 2016

Suzanne gave a brief summary of the current PALs finances. The bank balance stands at just over £11,000. Reserves are at £4,097, which leaves just over £7,000 available for grants to the school.

Andrew Markham is keen for PALs to start a fund for new playground equipment, and Suzanne explained that this is also something that we can apply for grants from outside bodies for (as we are a charity). Tesco and the Co-op are mentioned as possibilities for this. In order for us to apply for grants, the school needs to provide a clear plan and costings for the work required.

8. Appointment of an Independent Examiner of Accounts for the year ending 31 Aug 2017

Charlotte Slade has been the Independent Examiner for the last financial year and agreed to continue in this role for 2016-17. She agrees that the current accounting statements provide a true and fair picture of the charity's balances and spending for the last financial year.

9. Election of Officers and Trustees of the Committee

The current committee stood down (as required by the constitution). The following officers were elected by 2016/17 by majority vote.

Chair – Katie Burnett
Secretary – Sam Drew
Treasurer – Suzanne Kenneally

It was agreed that no further officers were required for the charity to continue operating. The charity's members will work in smaller teams to manage individual events and fundraising activity, with help and guidance from the officers/ trustees.

10. Events planned for 2016/17

- Charity Christmas cards – there are currently some technical issues with the online order system and some confusion on deadline dates from the teaching staff. Official deadline for orders is Sunday 16th Oct, with Mon 17th Oct the deadline for materials to be back in school.
- Xmas Fayre, 26th November: The fayre will last for 2 hours this year (not 3 as previous years). We are currently looking for a second Santa (Josie to ask her FIL?)
- Quiz & Curry Night, February
- Easter Hunt, March with finale on 1st April: Katie would like to get the estate agent, In House, involved in a hunt for 'Easter Egg'-style clues around the businesses in Didcot town centre. Children will be able to collect worksheets from school or In-House for a £1 donation. All completed worksheets earn an Easter Egg (to be collected from school on Sat 1st April). We may ask In-House to involve the Chamber of Commerce.
- Disco, May: Date TBC to not clash with SATs

- Summer Fete: Original suggested date was Saturday 24th June but this clashes with All Saints' school fete. We may use 17th June instead TBC

11. AOB

- Books from Father Christmas: Claire Smith has offered to organise this again this year, but would like to hand it over for Xmas 2017. Committee agreed to fund this for another year as the children love to receive a book.
- Fund matching: Alison G suggested that parents should approach their employers for fund-matching. This has been attempted in previous years but there was little interest. We may try a new approach this year.
- Easyfundraising: We need to ask class reps to publicise this on the class fb pages, as the run-up to Christmas is a key time for raising funds through cashback sites like this.
- Micro-scooter scheme: Charlotte S suggested that we register with Micro Scooters. 10% of the price of any parent's purchase of a micro scooter can automatically go to PALS.
- Vodafone volunteering days: Alison G explained that Vodafone regularly organise volunteering days with charities and we could apply to be a beneficiary. They do decorating and maintenance or gardening and will donate up to £300 in materials. Andrew has mentioned that some areas of school need freshening up, so this might be a suitable project.

Prepared by: Jo Keeling

Date: 13 October 2016