



Park Mead Primary School PTFA

AGM Meeting Minutes Tuesday 26th September 2017, 8pm

Present: Louise Auty (Incumbent Chair), Kat Ridley (Incumbent Treasurer), Jacky Faithfull (Incumbent Secretary), Emily Brash, Sarah Vague, Andy Clark, Caroline Woolford, Sara Burge, Claire Fisher, Jo Cowley, Julia Reed, Amie Langford, Barbara Stevens, Mhairi Coles, Mandy Williams, Lucie Korousova, Jenny Cheetham, Alison Rogers, Kate Desmond, Fiona Greenyer, Kathryn Watts, Nicola Harrison-Fudge, Judy Coan

Apologies: Jo Bickmore, Ella Radley, Ruth Storey, Carla Stevens, Sarah Harris, Steph Standing, Liz Loveday, Emma Hill, Lucy Bushnell, Amy, Maya

Item	Action
<p><u>Welcome and thanks</u> Louise introduced herself and thanked everyone for coming. Apologies were noted. Louise explained the way the PTFA is run</p> <p><u>Minutes of the last AGM</u> Minutes from the last AGM held on 20th September 2016 were agreed</p> <p><u>Matters Arising</u> There were no matters arising from the last AGM that needed attention</p>	
<p><u>Review of the Year</u></p> <ul style="list-style-type: none"> • Report from the Chair: <ul style="list-style-type: none"> ○ Louise thanked the other Committee members and ran through the Chair Report (attached) • Report from the Treasurer: <ul style="list-style-type: none"> ○ Kat ran through the 2016-17 Treasurer's Report & Financial Summary (attached) ○ Alison Rogers confirmed that she has checked the accounts for the year 2016-17 and is happy that they are in order • Headteacher's Report: <ul style="list-style-type: none"> ○ Mr Clark said he felt the PTFA had had a 'phenomenal year' with particular thanks to Louise but also to the rest of the Committee and everyone else that had supported events during the year. He wished the Committee well for the coming year. ○ Mr Clark also announced that the school wildlife area, supported by the PTFA, has just won a Gold Award 	
<p><u>Appointment of an Independent Examiner</u></p> <ul style="list-style-type: none"> • The Committee asked for a volunteer to provide an independent examination of the PTFA Accounts for the year 2017/18. • Alison Rogers agreed to do this and it was accepted by the members 	Accepted

<p><u>Election of Committee Members for the year 2017/2018</u> The following roles are required to be filled to meet the constitution requirements of a registered charity:</p> <ul style="list-style-type: none"> • Chair – Louise Auty <ul style="list-style-type: none"> ○ Proposed: Kat Ridley, Seconded: Nicola Harrison-Fudge • Treasurer – Kat Ridley <ul style="list-style-type: none"> ○ Proposed: Louise Auty, Seconded: Mhairi Coles • Secretary – Jacky Faithfull <ul style="list-style-type: none"> ○ Proposed: Louise Auty, Seconded: Judy Coan <p><i>All 3 of the re-elected Committee members made it known that they were planning on retiring from their respective roles at the end of the current school year and are looking for replacements to shadow them during this year.</i></p>	<p>All</p>
<p><u>Additional volunteer roles</u> There are a number of additional committee and volunteer roles that the Committee would like to fill in order the spread the work load:</p> <ul style="list-style-type: none"> • Vice Chair – Events – no volunteers • Vice Chair – PR/Social Media – no volunteers • Panto link – no volunteers • Christmas Fair coordinating team – Mhairi Coles & Barbara Stevens volunteered after the meeting • Summer Fair coordinating team – no volunteers • Scarecrow trail coordinator – Louise Auty • Cake raffle coordinator – the existing volunteer, Carla Stevens, is happy to continue in this role • Refreshments coordinator – Sarah Vague & Emily Brash volunteered after the meeting • Class representatives: <ul style="list-style-type: none"> ○ RB was the only class without a Rep - Jenny Cheetham & Sarah Harris came forward after the meeting to fill the role ○ 1GL – Lucie Korousova & Lauren ○ 5BE – Emma Hill & possibly Becky King ○ 6D – Liz Loveday is joining Kathryn Watts 	
<p><u>AOB</u></p> <ul style="list-style-type: none"> • 50th anniversary of the school – summer fair is likely to take a 50th anniversary theme 	
<p><u>Set date for the next AGM</u></p> <ul style="list-style-type: none"> • The AGM for the year 2017/2018 is set for Wednesday 19th September, 8pm 	
<p>Louise closed the AGM and moved onto the OGM</p>	

**OGM Meeting Minutes
Tuesday 26th September 2017, 8pm**

Upcoming Events

- **Cranleigh Food & Drink Festival** – Sat 30th Sept, 10am-1pm:
 - In order to support the PTFA, the Co-op store in Cranleigh have suggested we run a stall outside the store this Saturday selling cakes and homemade food items. Louise, Kat & Jacky will be manning the stall but are looking for donations to sell.
 - Nicola Harrison-Fudge offered to help too
 - Claire Fisher offered the school banner to put on the front of the table
- **Family Bingo Night** – Aim to run 1 per term
 - Fri Oct 13th is planned for the first. 2nd Feb for the second. Other dates still to be confirmed.
 - Adult Bingo nights will be stopped as not as popular as Family Bingo
- **Race Night** – potential event, date TBC (volunteer helpers required)
 - Instead of Adult Bingo
 - Requested assistance with running the event. Nicola Harrison-Fudge said her husband may be able to compere
 - 50% of attendees showed an interest in attending this type of event
 - Gambling rules to be checked
- **Refreshments for new starter parent visits** – Mornings of Thurs 2nd, 16th & 23rd November, & 7pm, Thurs 19th October
Volunteer helpers:
 - Morning - Nicola Harrison Fudge, Jo Cowley
 - Evening – Barbara Stevens
- **Refreshments at Cross Country Event** – Sat 11th Nov, 9am-12pm
 - Suggestion to put a note on the entry form to parents requesting help
- **Christmas Fair** – Sat 2nd Dec, 11am – 1.30pm
- **Mufti Day** – 8th Dec (TBC)
- **Presents for Parents** – Fri 15th Dec (last Friday of term) – Lisa Quinlan has offered to organise
- **Panto** – Fri 2nd & Sat 3rd March – read-through Sunday 26th Nov, 2pm
- **Quiz Night**– 2nd May
- **Summer Fair** – Sat 16th June – Times TBD

Possible events:

- **Ceilidh** - Lily & Lindsay offered last year to organise a Ceilidh. To be followed up
- **School Disco** – possible event as 50th anniversary celebration
- **Roller Disco** – possible event for families during the summer term. Keep it simple and easy to organise

Louise suggested that anyone could organise and run an event or competition to raise funds – ie. Breakfast or Tea with Father Christmas / What's in a Name (how many words can they make from the words 'Park Mead School'). Anyone interested in doing so should contact Louise Auty

All

Louise/Jacky

Louise/Kat

Louise

Louise

All

<u>New Spending Requests</u>	
<p>The following spend requests were received: (nb. bringing forward £4,600 of uncommitted funds):</p> <ul style="list-style-type: none"> ○ Mrs Baker / Miss Payne – Fire Pit £26.80 for Early Years Will also be used by Cranes. Possibly one available from Caroline Woolford. ○ Miss Bayne – Year 6 portrait and drawing sessions x 2 - £75 The Committee felt that this should come out of their Wow Day budget. Advised to come back and ask if they need further funds later. ○ Mrs Howells-Davies – £300 for 2 wooden round picnic style benches for the upper school playground Mrs Fisher advised that of the funds committed last year (£554) for benches for the lower school, she was unlikely to use all of the funds. Mrs Fisher will co-ordinate with Mrs Howells-Davies to include these benches from her existing budget ○ Miss Payne – iPad & cover for Cranes - £261.98 Decided that as Cranes is a private childcare function this should not be funded from the PTFA which is for the direct benefit of the school. Maybe someone could donate one which could be re-furbished. Funds should come from Cranes directly, not PTFA. ○ First News – £90 additional funds to include year 3 News designed for Children. Currently receive 6 copies every week funded by PTFA (£289p.a.) which is used for years 4, 5 & 6. Year 6 not now using due to busy curriculum so may be able to give theirs to Year 3. To be discussed by year 6 teachers. ○ Mr Clark – Mini-Bus - £8k-£10k (buys a 4 year old vehicle) Current vehicle is 13 years old and needs replacing. This would be a 2-3 year project and possibly replace any further investment in the playground. It is used for travel to swimming/sports fixtures and the local guides & scouts hire it from us. It was suggested that we may be able to tap into estate agents or building companies for sponsorship. Betty Riseley Trust – Louise has written to them to ask if we are eligible for funds from their Trust Fund. Not sure of values and pending a response. (Since found out that Melissa has also been in touch with the Trust so PTFA Committee will stand back). The Committee were advised that Lloyds bank runs a tokens scheme where users can choose a charity to support. Louise will look into it. ○ Sack Trolley – £23.80 Original purchased by the PTFA but used by Mr Robson around the school. Today found damaged outside and no longer usable. Replacement tyre costs £10. Suggest replacing trolley at cost of £23.80 and donate the old one to the school for use if they wish to repair it. Agreed and approved. 	<p>Approved In Principle</p> <p>Approved In Principle</p> <p>Approved inclusion from prior committed funds</p> <p>Not Approved</p> <p>Yr 6 Teachers Approved in Principle</p> <p>Louise</p> <p>Approved</p>
<p><u>Suggestion Box Ideas</u></p> <ul style="list-style-type: none"> ● Coat hooks in the playground – Mrs Fisher has advised that this has been discussed at School Council – risk of danger because of height – decided too many risks involved ● Suggestion box has been removed from the office area. Mrs Gascoigne felt that as not many parents visit the area it was not benefitting anyone. Most requests come from the children. The PTFA e-mail address is publicised so parents can use that but nice to have somewhere for the children to leave suggestions. Suggestion to direct it via the School Council. 	<p>School Council</p>

<p>AOB</p> <ul style="list-style-type: none"> • Logo Design – would be nice to update it. Could approach Rachel Watts to ask if she can assist. Any graphic design assistance would be appreciated. Suggestion that we could set up a home competition to ask the children to design a logo and then adapt as necessary. Would need to give guidance as to what needs to be included, give examples, make sure they know it may need to be altered slightly or just used as inspiration for our new Logo. Could give a prize – craft supply box / chocolate selection box. • School Link – still to be arranged. 	<p>All</p>
<p>Louise thanked everyone for coming to the meeting and to pass on to others that all are welcome to attend meetings.</p>	
<p>NEXT PTFA MEETING Wednesday 18th October, 8pm PTFA contact details: ptfa@parkmeadschool.co.uk</p>	