

Ladygrove Park Primary School Parents Association (PALS)

Registered Charity No. 1164334

ANNUAL GENERAL MEETING

25 September 2018

MINUTES

1. Attendees

Alison Garraway (Chair)	Emily Blackwell (Treasurer)
Evie Higgins (Secretary)	Lisa Snuggs (Publicity)
Sam Drew	Charlotte Slade
Kerry Boniface	Sarah Elinor Hoskins
Judith Sawyer	Tracey Webb
Vidhi Wadhwa	Miya Warrington
Carly Clarkson (SLT)	Elaine Li Koo (SLT)

Apologies for absence: Josie Mottershead & Alison Burbage

2. Welcome & Introductions from Alison Garraway (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.”

- Registered charity since 2015
- Risks and safeguarding procedures are the same as schools, using their reporting and named safeguarding people
- PTA is to support Andrew Markham (Head Teacher)
- Events happen in the evenings and weekends to make them accessible to all
- Charity beneficiaries are the children and school
- There are two goals, long and short term. This year’s long term goal is to replace the outside play equipment. The short term goal is for every child in every year to benefit from monies raised.

4. Minutes of the Annual General Meeting held on 21 October 2017

Alison briefly summarised the actions taken as a result of the last AGM.

- Minutes from the last meeting were accurate
- There were no matters arising from this meeting
- Annual report has been submitted
- PTA UK provide our insurance
- Information is available on PALS Facebook page, and the school website – note, these are not available on the general Ladygrove Parents Page on Facebook due to GDPR regulations.

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 2017/2018**

Alison read the report in brief, summarizing the key events and achievements of the previous year. The report will be 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**

Emily gave a brief summary of the current PALS finances.

Donated to school:

- Christmas books from Santa and Christmas crackers - £486.28
- £100 for each year group -£700
- Purchase of ukuleles - £464
- Purchase of chromebooks and equipment - £7,111

Donations to PALS

- Phoenix Taekwondo - £705
- Easy Fundraising - £318.93

Other expenses

- PTA Membership -£113
- Lottery Licence £20
- Purchase of gazebos - £169.98

Event	Money Raised (£)	Expenses	Total Raised
Pamper Evening	481.50	129.14	352.36
Christmas Fayre	3,249.81	488.67	2,761.14
Quiz Night	1,093.05	82.40	1,010.65
Easter Egg Hunt	440.60	129.03	311.57
School Disco	840.00	242.49	597.51
Bags2School	376.00	00	376.00
Summer Fete	4,100.45	657.67	3,442.78

Closing balance at 31st August 2018 - £20,731.17

8. **Appointment of an Independent Examiner of Accounts for the year ending 31 Aug 2018**

Charlotte Slade has been the Independent Examiner for the last financial year and agreed to continue in this role for 2018-2019. 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 2018 / 2019 by majority vote.

Chair – Alison Garraway
 Secretary – Vacancy
 Treasurer – Emily Blackwell
 Trustee – Evie Higgins

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. It was decided to put a call out for an intention to stand, this will be voted on via an EGM, date tbc.

10. Events planned for 2018/2019

Event or fundraising activity	Date
AGM and committee meeting	Tuesday 25 th September
Bag2school collection	Wednesday 26 th September
APFS Christmas Cards	Cards collected on 17 th October Parent orders by 7 th November Cards delivered 20 th November (est)
Non School Uniform Day	16th November (chocolate tombola)
Christmas Craft Fair	1 st December
Christmas Books	Hand out on Friday 21 st December
PALS Committee Meeting	Tuesday 29 th January
Break a rule day	Friday 8 th February
Quiz Night	Friday 8 th March
Easter Hunt	Saturday 30 th March
Spring Clean Up	TBC
Movie Night	TBC FS/Y1 Tue 30 th April Y2/Y3 Wed 1 st May Yr4/5/6 Thur 2 nd May
PALS Committee Meeting	Tuesday 21 st May
Bag2school Collection	May TBC
Non School Uniform Day	14 th June (sweets/chocolate)
Summer Fair	Saturday 29 th June

11. Review of class reps

- Parent volunteers are invaluable
- Small teams take charge of different events
- Do have to have an official role or responsibility to take part
- Most class rep roles are filled with the exception of class 13, where a vacancy still remains

12. AOB

- Books from Father Christmas: Alison G has offered to organise this again this year. The 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.
- 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.

Next AGM date to be held end of September/beginning of October 2019

Prepared by: Evie Higgins

Date: 28 October 2018