

<b>St Lawrence Primary School PTA AGM</b>	<b>Thursday 17<sup>th</sup> January 2019</b> <b>7:30pm</b> <b>Community Room at St Lawrence Primary School</b>
Attendees & Apologies	Attendees: TC, DC, TG, GR, NR, KM, NM, KC  Apologies: EP, EL, VH, CS, TE, IP
Welcome & Introduction	The Chair welcomed everyone and thanked everyone for coming along.
Chair's Review of the Year	<p><u>Table Top Sale - Sunday 29<sup>th</sup> April</u>  In past years I've been avoiding this one, as it's a large amount of work for a relatively small profit. However off the back of many members of the community, and a request from the mooring association and Rowhedge Under 5s to do it with them, we decided to give it a go. The event made a profit and lots of things worked out really well – GR's organisation and KC's maps and advertising, the letter hunt, and the food selling. However the weather wasn't as nice as expected which made the footfall lower than it could have been. I propose we put a pin in this event for now, and revisit the idea next year when people may have accrued more to sell. However if anyone is keen to form a sub-committee and take this on let me know further down the agenda. Thank you GR for taking the helm on this one.</p> <p><u>Regatta Duck Race - Saturday 30<sup>th</sup> June</u>  EL was approached to ask if the PTA would like to buy the ducks for the Regatta Duck Race, and take over the management of it at future events. Save for a duck-retrieval-mud-dive this is a really nice event to do - that now we've done once, should be fairly seamless in future years. More ducks need to be purchased to be able to sell more numbers. Cost to be agreed. Thank you EL for all your hard work on this event.</p> <p><u>End of Term Bounce - Friday 20<sup>th</sup> July</u>  This is a lovely yearly event that we mainly put on for the children. It was suggested this year that we sell food like crisps and fruit (for people to top up their picnics) but in fact we had a lot left over; decisions like this will be taken up with the sub-committee. We do need more volunteers for this for the set-up, as it's a very difficult time for school staff to be out of the building. This event generally covers the cost of the Year 6 leaver's day at Forest School. Thank you to VH and EP for being all over this event.</p> <p><u>Fireworks Night - Sunday 4<sup>th</sup> November</u>  Another really successful event that enabled us to fill the library with books. There was a meeting afterwards discussing what worked and what didn't for next year, the main point of discussion being parking. This will all be taken up with the sub-committee. We are incredibly lucky to have a huge haul of volunteers for which this event would not be possible. Thank you to all the PTA members for every single small or big discussion had and discussion made. It's a huge event with a lot of effort from a relatively small pool of people that we should all be very proud of. Big shout out to KC whose immense hard work is critical on this event, and NM for ensuring our risks were assessed and liabilities</p>

	<p>ensured!</p> <p><u>Donation of Presents to Preschool for Christmas, and Year 5 Dragon's Den</u></p> <p>We were super pleased to donate a lot of our national geographic craft sets to Rowhedge Under 5s last year for their Santa's Grotto event, and Year 5 for their Dragons Den day. It's worth noting that our stash of these sets that we've been dining out for a few years now is dwindling, so any ideas on future free gifts would be gratefully received!</p> <p><u>Treasuring</u></p> <p>It has been a big year of discussion in terms of finance. Last year I proposed the finances be brought into school to alleviate the pressure from long standing treasurer DC, and make our finances in line with school compliance given the larger amounts of money now being dealt with off the back of the successful fireworks event. Even though this move was voted 23 to 2 in favour, it was decided to postpone the decision given the level of reservations held by the minority, as it's important that we work together and accommodate each other as much as possible.</p> <p>Over the course of the year many meetings were held and a Vice Treasurer appointed with the hope of them becoming Treasurer once the paperwork they deemed necessary was all in place. Unfortunately after lots of drafts of documents and lots of hours of discussion the Vice Treasurer decided to step down. This was within days of the fireworks display and we have been extraordinarily lucky that NL stepped in and went through our finances with the finest of tooth combs. NL does not own our finances, for which we need a Treasurer to take ultimate responsibility. But she is happy for the time being to help with the admin (especially considering the infrequency of events). I propose to keep the status quo for 2019 after a heavy year of meetings and discussions on the subject.</p> <p>Big thank you to DC and TC who are always at our disposal for anything we need, and are consistently happy to muck in and help. Massive thank you to KM for another year of non-stop support of the PTA – helping at every single event, coming to every meeting, and trusting us so much. And to anyone I haven't specifically mentioned, you're all fantastic!</p>
Review of Years Accounts	<p>Currently in the bank as of January 2018 £9,820.13</p> <p>The PTA have given money towards the new library and filling it with brand new books, which including paying for a class trip to Waterstones. A donation towards the year 6 leavers event. Each year the PTA needs to spend out on fireworks and other items relating to the fireworks event before any money has been earned back, it was therefore decided that we need to keep a minimum of £5,000 in the bank to cover this each year.</p> <p><b>NR asked us all to think about what the school needs and what do we as a PTA want to spend some money on – please feedback via the PTA Secretary and these results will be discussed at the next meeting.</b></p>
Election of Committee	<p>Nominations for Chairperson: Nelly Randall Nominated by KM Seconded by TC</p>

	<p>Nominations for Secretary: Karen Clark Nominated by NM Seconded by TG</p> <p>Nominations for Treasurer: Doug Clay Nominated by NR Seconded by GR</p> <p>The positions of Vice Chair and Vice Treasurer were NOT filled and still available.</p> <p>Privacy policies were handed out for the committee to read and sign to agree to the GDPR policies that the PTA has put in place.</p> <p>All members of the PTA will be added to the Charity Commission website, updated by the PTA secretary.</p> <p>There are now 3 PTA Officers and a further 9 PTA members. Members not attending meetings consecutively will be removed from the PTA.</p> <p>It was suggested that the PTA has a page on the school website where information, forms and dates/minutes of meetings can be seen by parents and carers of the school. This in the hope that other people may want to join the PTA. <b>KC to send forms and minutes to NR. NR to upload on to website and inform parents/carers.</b></p>
Updated Constitution for 2019	<p>The current Governing Document listed on the Charity Commission for our school PTA was updated back in 2004.</p> <p>At the beginning of last year the then Vice Treasurer RL worked really hard creating a new and updated Constitution for us including new information like GDPR. After stepping down KC took that job over and finished the document. This was circulated before the AGM ready to have a vote. <i>VOTED FOR AND ALL IN FAVOUR.</i></p>
Spring Table Top Sale	<p>This is a hard time of year and it was felt this event was a lot of work, for not a lot of return. Nobody wanted to take this event on, so it has been sidelined for this year. <i>VOTED FOR AND ALL IN FAVOUR.</i></p>
Regatta Duck Race	<p>The Regatta is Saturday 22<sup>nd</sup> June 2019 EL will take the lead on this event. More ducks need to be purchased, we currently have 600 and would like another 500 ducks. <i>VOTED FOR AND ALL IN FAVOUR</i> It was also discussed that we sell duck merchandise, as children are sometimes disappointed that they don't actually get a duck when they partake in the duck race. Ideas such as smaller ducks, tote bags, tshirts and badges were given. <b>As the Strawberry Fayre is the weekend before it was suggested that the PTA has a stall selling ducks for the race and merchandise. EL to speak to the pre-school to agree this.</b></p> <p>Meeting discussing the duck race will be held on Wednesday 20<sup>th</sup> March 2019</p>
End Of Term Bounce	<p>This will be held on Wednesday 24<sup>th</sup> July 2019 VH and EP to take the lead on this event.</p>

	<p>The same as last year wristbands purchased for bouncy castles and rides.  Food and lucky dip etc to be discussed at the next meeting.  <b>VH to book the bouncy castles for this date.</b></p>
Fireworks	<p>This will take place on Sunday 3<sup>rd</sup> November 2019  NR &amp; KC to take lead on this event  *Please note that this event is straight after half term and also the Monday is an inset day*  The Fireworks have been booked and also many of the food vans.  Further details will be discussed later in the year.  Sub-committee meetings to work out parking will be priority.</p>
Christmas Event	<p>It was discussed and agree that the PTA want to do something at Christmas for the children.  NM &amp; GR to take lead on this event.  An idea suggested about a Present Event, where the children can buy presents for a loved one for Christmas, wrap it and then make/write a gift tag. The prices to be kept low, £1/£2 per present. Also the trolley filled with food and gift donations. Split these to make hampers to be won on a raffle and then the remaining of the donations to be taken to the Colchester Foodbank. The raffle to be held after school on the last day of term alongside singing carols in the playground. Ideas also included selling hot chocolates/marshmallows in the playground before the carols.  Further details to be discussed later in the year.  <b>NM &amp; GR to look into purchasing gifts for this event.</b></p>
Any Other Business	<p><b>Mersea Camp</b> - A comment from a parent regarding the PTA paying towards the Mersea Camp was discussed. The trip has been reduced in nights due to the cost for the parents. The short fall of this cost to take the trip back up to the previous number of nights is £4,000. This is something unfortunately the PTA can not sustain paying every year.</p> <p><b>Red Nose Day 2019</b> – It was suggested that we buy Red Noses for all the children in the school. 40 noses costs £50. Although the decision was split due to children losing them, when to give them out and extra siblings etc.</p> <p><b>Easter</b> – Other ideas for the PTA to donate to the school was Easter eggs and the school do a hunt in the playground.</p> <p><b>Fun Run</b> – A parent has suggested setting up a run starting and finishing in Rowhedge. A lot of PTAs have recently set up runs and the diary is saturated with new local runs. It is a great idea and could generate a lot of income – something to be discussed with this parent. We are 100% behind them and will help if they want to move forward with this idea.</p> <p><b>Colchester junior parkrun</b> – St Lawrence School have agreed to do a ‘takeover’ event at junior parkrun on Sunday 9<sup>th</sup> June 2019, where teachers and assistants become the marshals to run the event. The school will encourage the parents/carers/pupils to come along to take part in this event. The PTA will also get involved and help where we can.</p> <p>If any other ideas come in from parents/carers for events they want to set up - we want to make sure everyone knows that the</p>

	<p>PTA are all happy to support and help in anyway we can so that the events can go ahead.</p> <p><b>Thank you present</b> – The PTA agreed that after all the help that we gained from NL after the Vice Chair stepped down last minute we wanted to get her something to thank her. A spend of £50. <i>VOTED FOR AND ALL IN FAVOUR.</i></p>
<b>Dates for Next Meeting</b>	<b>Wednesday 20<sup>th</sup> March 2019</b> <b>7pm in the Community Room</b>