

OAKMEADOW CofE PRIMARY AND NURSERY SCHOOL PTA AGM
27th September 2016

Present

Sally Page – Chair
Carla Whelan – Head
Lisa Jones – Deputy Head
Leonie Clarkson – Junior School Teaching Rep
Polly Williamson – Infant School Teaching Rep
Rachael Courtney
Louise Money
Jo Clancy
Sam Blackburn
Kirstie Edwards
Rhea Alton
Bobbi Graham
Clare Bailey
Libby Williams
Rebecca Hayes
Kathryn Poli
Melanie Basford

Apologies

Bethany Stevens
Dave Matthias

Welcome and introductions

Chairs report

Sally Page reported that the PTA have had a very good year. Thanks to those for taking on the management of events. More help has been appreciated. Looking forward to a very exciting year ahead. No summer fair in 2017 - big top circus will take its place. Plan to do food, face painting etc. top up takings.

Carla Whelan noted that, from the schools perspective, the PTA support is amazing. So much work and time goes into it. Staff really appreciate it and children are informed of where the funding comes from when they have "treats" funded by the PTA. Carla has spoken to the staff team about getting involved and pledged more staff to help at events.

Treasurers report

Louise Money passed round paper copies of report noting these were interim end of year accounts. Books will close 31st October - end of year accounts will be produced after this. Louise highlighted profits and spends including. £132 from old bank account that's finally been closed. Currently in bank - over 10k. Canopies have yet to be paid for. There will be additional spend for foundation stage canopy yet to be quoted for.

Action – Carla to discuss with Martin if it can be done over October holiday and get quote.

All events well attended. Fireworks raised over 2k. Summer fair over 1.1k. Invoice not received for maypole ribbons. Discos nearly 2k.

Louise proposed the introduction of a "wish list" for parents to help choose what we spend PTA funds on. Kathryn Poli noted this would help with decision making and avoid arguments amongst PTA members about what to spend money on as its not "our" money being spent. Rachael Courtney suggested using all pay service for voting.

Bid forms are still to be used by staff requesting funding.

Banking - HSBC Harlescott now closed. CAF are now going charge £5 a month for account.

Action – Louise will investigate alternatives.

Please find additional financial report at the end of these minutes.

Election of offices

The following were nominated and accepted the roles of:-

Chair – Sally Page (noting this would be her last year as Chair and inviting anyone interested in the role to shadow her over the next 12 months)

Vice Chair – Libby Williams

Treasurer – Louise Money

Vice Treasurer – Clare Bailey

Secretary – Kathryn Poli

Head of PR – Rhea Alton

Fundraising Officer – Bobbi Graham

Parent Liaison – Kathryn Poli & Jo Clancy

Social Media Lead – Dave Matthias (although not present, the position was accepted)

Infant Rep – Polly Williamson

Junior Rep - Leonie Clarkson (suggested every teacher does one year as rep)

Year ahead

Clare Bailey would like a page in the school **newsletter** each week (will be monthly with effect from start of October as newsletter becomes monthly). Clare is happy to take this on. Sam Frost is the office contact. Content needs to be received by Thursday.

Fundraising Officer – Louise Money suggested new role. Rhea Alton explained how this role would work.

Fireworks 3rd November

Circus 1st July 2017

Fashion Show September 2017 (date not yet agreed – suggested following success of previous event)

Discos –

Christmas - 9th December

Valentine's disco - 16th February

Summer disco - 21st July

Quiz & Fizz between Easter and half term 24th May

Easter bingo 4th April & hampers

Christmas cards - BG arranging. Same company as did mugs earlier in year. Each child gets actual card to take home to show for quality. BG has asked class teachers to complete by 10th October. Incentive for class who complete most.

Future fundraising ideas

Oak fest

Totaliser - visible on playground. A couple of PTA to meet with pupil reps for ideas to drive through classes. Back to parents to make decisions.

100 Club - CB introduced the idea behind the 100 Club. 100 parents. £10 for the year to win £50 a month with £50 in the PTA kitty. One off payment through all pay. NB – this will have been announced and in the process of setting up when these minutes are distributed.

Christmas Crafts Saturday

Ideas for funding

Hoodies - discussed the leavers party and partially funding hoodies. Agreed to partial funding.

Action – a teacher to send in funding application

Mini PTA – a reward for pupils who help out at events.

Action – Carla to find suitable badges / stickers to use as regards for helpers.

Stamps need sending off. Head Boy and Girl to take forward. Build post box. Class competition.

New starters gift - Rhea and Bobbi will continue to do this and will update poem.

Christmas lunch and jumper day. Crackers - not this year. Hats and table decorations and? chocolate item as an alternative.

Second hand uniform – Clare Bailey suggested a monthly sale. Rachael Courtney is going to re-launch. Cupboard has been tidied with a new rail. There is a cash box with float and store will be open with payment at reception.

Year planner – Kathryn Poli suggested introducing a small year planner to go out at the start of September highlighting events and school holiday, PD days etc. in advance.

Action – Kathryn to take forward this idea with Sally.

Any other business

Jubilation tree. Are we going to try and do this again? Classes to make ornaments first week December.

Setting PTA meeting dates. One every other month with smaller additional meetings.

Fireworks meeting – 10th October after school

Next meeting:-

Firework planning meeting - 10th October 4.30 here.

Oak meadow PTA Financial Summary November 2015 – October 2016 For AGM

Please note close of accounts is 31st October 2016 the details below are for date of AGM. Final accounts to be published after close of accounts.

| Event / Income | Amount |
|-------------------------------------|------------------|
| Fireworks | £2,211.78 |
| Christmas Raffle | £243.00 |
| Pre-loved Sale | £206.50 |
| Christmas Disco | £708.68 |
| Christmas Cards | £181.84 |
| Christmas DVDs | £218.00 |
| Pancakes | £83.60 |
| Mothers Day Bags | £16.36 |
| Easter Disco | £522.84 |
| Fathers Day Mugs | £255.75 |
| Fashion Show | £678.51 |
| Labels Planet | £16.70 |
| Summer Fair | £121.63 |
| Ice pop sales | £78.14 |
| Chq from Natwest for old PTA Acc | £132.83 |
| Uniforms | £137.50 |
| Summer Disco | £1,207.75 |
| TOTAL PROFIT | £7,021.41 |

Expenditures & Investments

| Details | Date | Amount | Comment |
|--|-------------------|------------------|----------------------|
| Gazebos | 01 November 2015 | £224.96 | pd Cash 1/11/15, C |
| Finger lights for sale at events | 12 November 2015 | £5.90 | pd cash to Kirstie |
| Lottery Registration | 12 November 2015 | £20.00 | cheque 89 |
| Electrical cable and plugs for use at events | 12 November 2015 | £128.14 | pd Cash to Neil Page |
| Sweets for Santa | 30 November 2015 | £37.48 | pd cash to louise |
| Girls Football Socks | 11 December 2015 | £23.39 | cheque 98 |
| Electrical Bollards | 04 December 2015 | £3,231.00 | cheque 92 |
| Circus Deposit | 04 December 2015 | £78.00 | cheque 91 |
| cash box for 2nd hand uni | 04 February 2016 | £11.49 | cash |
| PTA Meeting | 08 February 2016 | £5.00 | Cash |
| Ice Pops | 18 May 2016 | £13.66 | Cash to Mel Basford |
| Reception Parent packs | 15 September 2016 | £8.56 | Cash to Bobbi |
| Yr 6 Leavers Dictionaries | 01 September 2016 | £100.00 | Chq 109 |
| Christmas Gifts and Crafts (2015) | 01 September 2016 | £69.96 | chq 109 |
| Maypole Ribbons | 15 September 2016 | £99.28 | (Chq not cleared) |
| Playground Canopy | 15 September 2016 | £4,125.71 | (Chq not cleared) |
| New Parent Induction Meal | 15 September 2016 | £180.00 | (Chq not cleared) |
| Total Expenditure & Investments | | £8,362.53 | |

| Summary 01/11/2015 – 31/10/2016 | |
|--|------------|
| Total Expenditure & Investments | £8,362.53 |
| Profits from Events | £7,021.41 |
| Annualised Profit | -£1,341.12 |

| | |
|----------------------------------|---------|
| Profit as a percentage of Income | -19.10% |
|----------------------------------|---------|

Notes

Cheque for £132.83 still to be cleared
 Cheque for £4101.99 still to be cleared
 Bank balance 05/09/16 = £10815.05

Petty Cash 26/09/16 = £132.05
 (not including float for 2nd hand uniform)