

## Minutes of Anstey PTA AGM – Thursday 21<sup>st</sup> September 2017, 6.00pm

**Attendees:** Heather Eastman, Rachael McGrath, Tee Newman, Anna Robinson, Barbara Severs

**Apologies:** Tracie Brown, Heather Craig, Vicky Healy, Sharon Lloyd, Alison Phillips, Teresa Stone

**Welcome:** Rachael McGrath (DHT) welcomed everyone to the meeting and asked Heather Eastman, as Chair of the committee, to present her report.

### Chair's Report

- All our key fundraising events worked really well last year, including cake sales, 3 discos, Christmas fair, Easter fair and summer fete.
- It was fantastic that we also were able to celebrate the 60<sup>th</sup> anniversary of the school and provide the children with a commemorative badge and special BBQ.
- Sports day refreshments were also a success and we provided all children with an ice lolly during the day.
- This coming year we will be instrumental in raising enough money to carry on with all the usual PTA donations to the school as well as contributing to the 'Let's Build It!' fund.

### Treasurer's Report

- Anna Robinson presented her detailed Treasurer's Report. Total new income for the 2016-2017 financial year was £9,061.22 and after expenditure, the current account balance as of 31<sup>st</sup> August 2017 stands at £6,053.06.
- Major contributions to the school covered the cost of new water fountains and a digital camera for each class. £3 per pupil was given to subsidise school trips and the PTA also funded Christmas crackers for the whole school Christmas lunch, a pantomime performance and leavers' photographs for year 6.
- AR identified the need for several new signatories on the PTA bank account as all but one of the existing signatories no longer have children at the school. **HE, Barbara Severs and Tee Newman** volunteered to become signatories. **AR** to action paperwork.

### Election of Committee Members

- With only 5 people present at the meeting it was mostly a case of re-confirming people in their current roles. The following was agreed:
  - Chair – Heather Eastman
  - Treasurer – Anna Robinson
  - Secretary – Sharon Lloyd not present so HE to ask her if she would be willing to hold the role in name only
  - Staff Representative – Rachael McGrath

## Other Responsibilities

- If we want to post anything to the PTA section of the school's website, **RM** will facilitate this through Harrap ICT who maintain the site.
- **TN** confirmed that she will maintain the PTA Facebook page.
- **AR** to update the current PTA email contacts list.
- **RM** has appointed new Junior PTA reps.

## Let's Build It!

- Tracie Brown asked for several points to be raised in her absence:
  1. That a sub-committee to include Tracie Brown and Tee Newman be agreed by the PTA committee to oversee the building project. It was decided by those present to advertise within the school community for more members for this committee before agreeing it.
  2. That all income and expenditure for the building project come through the PTA as we have a charity number and any costs for extra accounts/auditing be borne by the school itself. This was agreed in principle by those present.
  3. That TB have our consent to look at the current PTA constitution and amend it as necessary to accommodate the requirements of the building fund. This was also agreed in principle by those present, provided that the PTA has final sign-off on the process and that it meets the requirements of the Charity Commission.

## Events and dates for the year:

- **Discos** – **RM** to book all 3 for the year with CM Sports. The first disco will hopefully be before half term.
- **Phil the Bag** – **AR** to book all 3 for the year.
  
- **Cake Sale** – Monday 16<sup>th</sup> October
- **Non-uniform Day (hamper items)** – Friday 1<sup>st</sup> December
- **Christmas Gift Sales** – Tuesday 5<sup>th</sup> – Thursday 7<sup>th</sup> December
- **Non-uniform Day (tombola items)** – Monday 11<sup>th</sup> December
- **Christmas Fair** – Monday 18<sup>th</sup> December, 3.00-5.00pm
  
- **Cake Sale** – Friday 9<sup>th</sup> February
- **Non-uniform Day (hamper items)** – Monday 5<sup>th</sup> March
- **Mothers' Day Sales** – Tuesday 6<sup>th</sup> – Thursday 8<sup>th</sup> March
- **Non-uniform Day (tombola items)** – Friday 16<sup>th</sup> March
- **Easter Tea Afternoon** – Friday 23<sup>rd</sup> March, 3.00-5.00pm
  
- **Cake Sale** – Friday 18<sup>th</sup> May
- **Fathers' Day Sales** – Wednesday 13<sup>th</sup> – Friday 15<sup>th</sup> June
- **2 non-uniform days TBC**
- **Summer Fete** – Friday 13<sup>th</sup> July, 4.30-7.00pm

## AOB

- **BS** offered to organise the purchase of (unisex) books for Santa's Grotto at the Christmas Fair. Garvin West to be approached to be Santa again this year.
- **Teresa Stone** requested via email to have some of the items collected at this term's non-uniform days to make up a hamper for the 'Let's Build It!' stall at the town's Yuletide Festival. It was agreed that instead of this, there are already plenty of good-quality items in the PTA cupboard that could be used for this purpose, possibly supplemented by some M&S donations from HE.
- **HE** put forward some ideas that might raise additional funds for 'Let's Build It!':
  - Sponsored Bounce** – children are sponsored to complete jumps on a bouncy castle during school time.
  - Staff Sky Dive** – intrepid staff members get sponsored to throw themselves out of a plane!
  - Adult School Disco** – held at a venue in town and thrown open to the wider community.
- **Next meeting will be on Wednesday 22<sup>nd</sup> November from 2.00 - 3.00pm at school**