



MINUTES OF MEETING

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Meeting: AGM 7th June 2019

Chaired By: Jane Spencer in the absence of Louise Jerram (chair) & Hannah Wickens (vice-chair)

Attended: Mrs Morrow, Mrs Board, Dinah Evans, Laura Farrington, Jane Spencer, Sian Taylor, Louise James, Mandy Torrens, Kim Leslie, Kate Shepherd, Leah Constable, Sian Stephens, Hannah Wickens

1. Apologies were received from Louise Jerram & Natasha Trott who were unable to attend the meeting due to their work commitments, Hannah joined the meeting as Jane was making these apologies.
2. Jane read the 2018/19 chair's report collated by Louise Jerram. She has thanked everyone across both schools for their help in supporting the school to raise funds for the children. A total of £22,010.18 was raised in 2017/18 and year to date we have raised £23,504.04 for 2018/19. The key fundraising events being the community fireworks, Christmas fayre and school discos and a special mention of thanks to the wider community of parents, PTA committee members, supporters and their families.

Key events still to come over the last of the summer term are Infant and Junior discos, ice cream Fridays, sports day, year 2 leavers party and year 6 leavers party.

Over the last 18 months the funds raised by PTA events have provided £5000 worth of library books across both schools, self sooth boxes- supporting children's mental health, upgraded the science investigation area, fun and gifts at Easter & Christmas for the children and lastly year 2 & 6 leavers parties and gifts.

3. Treasurer's report prepared by Jane Spencer.
I have been treasurer since October 2017.

Our financial year runs from 1st September to 31st August in line with the school academic year.

We report based on the receipts and payments method and subscribe to Parentkind which provides us with advice and also our Insurance.

Our next return to the Charity Commission for the Y/E 31/08/2018 is due by the end of June. Prior to submitting this we need to confirm the Trustee's of the Association and write a Trustee's report for which a template can be downloaded from the Government's website.

Cash in Bank at end 31/08/17 was £7,547.94

In 2017-2018 Income was £22,010.18, this was mainly raised by:-

Fireworks	£6,270
Xmas Fayre	£1,250



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Summer Fayre	£1,600
Disco's	£2,272

In 2017-2018 we funded:-

Xmas Class Gifts	£850
Yr 2 Leavers Books	£88
Xmas Decorations	£35
Yr 2 & 6 Leavers Parties	
Easter Egss	

We made general purchases of:-

Tea Urns	£114
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Cash in Bank at end of 31/08/18 was £18,496.47

In 2018-2019 Income to date is £23,504.04 (which includes £4,000 donation, Employer Matched Funding of £500 and CO-OP Funding of £4,558.95)

Fireworks	£7,130
Xmas Fayre	£1,572
Disco's	£1,596

In 2018-2019 we have so far funded:-

Xmas Class Gifts	£850
Library books	£4,000
Music Day	£1,200
Mental Health Resources	£1,323
Lego Therapy	£39
Easter Eggs	

The CO-OP Funding is to be used for Infant Playground Equipment.

4. After many years of dedicated support the chair and the secretary have expressed a wish to step down. The vice chair would also like to step down if there was enough support from the committee but essentially did not want to leave the committee "high and dry". Jane also commented that if anyone would like to take over as treasurer that they would be welcome to do so. Jane read out the role of all officer roles, chair, vice-chair, secretary and treasurer. Hannah Wickens nominated Sian Taylor and Leah Constable for co-chairs (they will be jointly responsible for the chair and vice-chair roles) this was seconded by Louise James and Hannah nominated Laura Farrington as secretary which was also seconded by Louise. Jane Spencer was nominated by Mandy Torrens and seconded by Louise James to remain as treasurer. Everyone agreed and so new committee officers have been elected in. All in attendance agreed to be committee members and it was highlighted that there need to be 11 committee members in addition to the four committee officers to have a complete committee.
5. To discuss make some amendments to the constitution that was last signed in 1996. These are points 5 & 6 of the constitution referring to "the president" and updating some



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of the language that we no longer use now. It was also suggested to change the financial year from January - December to September - August to reflect the school year. Sian Taylor agreed to the changes and signed the new constitution document as Co-Chair.

Minutes Agreed:.....

Date:.....