Crawley Ridge Junior School

**Parent Teacher Association**

# Registered Charity No. 1101321

## ANNUAL GENERAL MEETING

**12th September 2016**

**Present: Xenia Oakley, Mike Cawthra, Yvonne Wood, Sharon Stallard, Emma Ardali, Emma Voinescu, Sue Knight (Headteacher), Sally Jackson (Bursar)**

1. **Apologies for absence and election of officers**

Minutes were taken by Sally Jackson.

Apologies were received from Michelle Herd, Jane Smith and Katy Rabey.

Xenia Oakley was proposed as chair by Mike Cawthra, seconded Yvonne Wood. Xenia advised this would be her last year of office.

Mike Cawthra was proposed as treasurer by Xenia Oakley, seconded Yvonne Wood.

The cheque signatories were confirmed as Xenia Oakley, Mike Cawthra, Yvonne Wood.

The trustees are Xenia Oakley, Mike Cawthra and Sue Knight.

1. **Treasurer’s report**

Mike Cawthra circulated and presented his report and the accounts.

There was £5323 in the bank after the invoice for £4200 for the Climbing Wall had been paid.

Sue Knight thanked the PTA for their fund raising.

1. **Chair’s Report**

Xenia reported that it had been a fantastic year. There had been extra turn- out for events . She had ended up doing a lot towards the end of last school year and needs more people to run events. Emma Voinescu offered to run the nearly new uniform sales.

1. **Calendar of events**

* **23.09.16 stallholders meeting for Christmas Fayre planning**
* **08.10.16 Get Growing 11am to 3pm**
* **11.10.16 Prospective parents 9.30-11.30am**
* **14.10.16 Movie Night (Big Friendly Giant)**
* **02.11.16 Phil the Bag**
* **11.11.16 Disco**
* **25.11.16 Christmas Bazaar**
* **05.12.16 Wreath Making**
* **09.12.16 Christmas Jumper day (donations for raffle)**
* **13.12.16 and 15.12.16 refreshments for Christmas production**
* **16.12.16 Raffle**
* **24.02.17 Quiz with CRIS hosted by Juniors. Teams of 8**
* **10.03.17 Disco**

1. **How to spend the money raised**

Sue advised that improvements to the IT suite had been delayed. The WiFi is currently being upgraded. The school’s devolved capital had been diverted to replacing 4 interactive whiteboards. Sue advised that the IT suite project had not been cancelled, and asked if the PTA could build up funds for it; the school would also build up capital for it.

The wellie boot storage also needed to be postponed until SCC had completed the re-fenestration project over the winter. The cover over the terrace also needs to be postponed for the same reason.

Sally presented an initial quote for the IT suite. The PTA had previously expressed an interest in financing the lockers and furniture and the committee felt this was achievable. The school will use capital to buy the laptops. The flooring had already been replaced as part of the post-flood refurbishment over the summer.

Purchase of a defibrillator was discussed. The cost was about £1,500. It was suggested to share the cost with CRIS.

1. **Any other business**

Xenia explained the PTA facebook page and the controls in place.

Positive feedback from parents on the parentmail upgrade was given.

There was discussion over the booking system for after-school clubs.

There is an annual events licence.

David Oakley has had training to be the licensee. Mike will sort out the paperwork.

1. **Date of next meeting**

The date of the next meeting was confirmed as 7th November 2016 at 8pm.