Crawley Ridge Junior School

**Parent Teacher Association**

# Registered Charity No. 1101321

## ANNUAL GENERAL MEETING

**14 September 2015**

1. **Apologies for absence**

These were received from Michelle Herd and Jo Dean.

1. **Minutes of AGM held on 11.09.14**

These were agreed and approved, and signed off by Judith Gray and Maria Martin.

1. **Matter Arising**

There were none.

1. **Chair’s report**

Rachel Batchelor presented a verbal report. She began by saying there had been a huge amount of support from lots of different parents, with many willing to help and run events. This had resulted in the best year in terms of funds raised for a long time.

The meeting then reviewed the events that had taken place and used this to plan forthcoming events as follows;

* Disco 16.10.15 . Y3 and Y4, 15 minute break then Y5 and Y6. DJ has been provisionally booked. The event will be run by Xenia Oakley and Clare Taylor. Sharon Davies will provide First Aid cover for the first disco. Fancy Dress.
* Get Growing 07.11.15 with Jan Gulliford. Rachel Smith will organise refreshments.
* Phil the Bag 09.11.15, assuming payment received for the summer one.
* Movie Night 13.11.15 at 7pm. Jo Dean to be asked if she would consider running it. Sharon Davies will do First Aid.
* Wreath Making. Date TBC. Although this did not raise much money it was a good event.
* Hamper Raffle. Deb Mills and Claire Brown.
* Christmas Shopping Event. Pencilled in for 27.11.15. Rachel Batchelor, Yvonne Wood and Clare Taylor will run.
* Quiz and Chips. Date in February TBC. It is CRIS turn to host.
* Joint CRJS/CRIS summer fair. This was very successful in 2015, raising £1456 for each school, compared to £1173 in previous year. The joint venture works well for many reasons. Date TBC.
* Year Books. The PTA organise and fully fund this. All but one of the Y6 completed a page. The 2015 issue was shown to the meeting.

It was agreed to continue with the format of the termly PTA newsletter, which is usually done by Sarah Oliver.

A parent has offered to take over the selling of second hand uniform. Maria will follow this up.

Jane Turland to be asked if she planned to hold another Bake Off, Sally to follow this up.

1. **Treasurer’s Report for year ending 31.08.15**

Mike Cawthra circulated and presented his report and the accounts.

Use of the astroturf area was discussed. It was suggested that a Parentmail be sent advising parents that it can be used as a waiting area at the end of the school day, but that children must be supervised. TAs are designing a sign. The fence and gate will be kept as they are. School will finance improvements to the paving. The gate security features still need to be completed before it can be used by our pupils during the school day. Graitney Club are using it eg for picnics.

Mike concluded by saying that there was £2353 in the bank and asked for future plans. Maria proposed a long term project of an outside classroom. The school have sought advice from Surrey on i-pads/learn pads and this is still being carefully considered. Table tops for the tables in the astroturf were discussed.

1. **Appointment of independent examiner of the accounts**

Sam Doyle had examined the accounts for 2014/15 and had recommended some changes (eg to expense claims) which had been taken up.

It was proposed to ask Sam if she would examine the accounts for the next year, and Mike will follow this up.

1. **Election of Officers and Trustees**

Rachel Batchelor stood down as Chair. She described the role to the meeting. It was noted that under the model constitution, the committee must have a minimum of two members but does not have to have a Chair. After further discussion, the following was agreed;

Chair – Xenia Oakley was proposed as Chair by Rachel Batchelor, seconded by Mike Cawthra and duly appointed

Treasurer – Mike Cawthra

Signatories – Rachel Batchelor and Judith Gray

Committee member – Yvonne Wood

Licensee – Paul Appleyard

Secretary – Sally Jackson

The school website is still being finalised. In time, there will be a PTA page. For now, communication will continue to be by Parentmail.

1. **Any other business**

Maria thanked the PTA for a very successful year and also particularly thanked Rachel for all she had done.

There will be a prospective parents open morning on 13/10 9.30-11.30am (followed by a more formal presentation in the evening). Maria would like some governors and representatives of the PTA to attend to talk informally to parents. Sharon Davies and Yvonne Wood offered to do this.

The meeting ended at 9.45pm.