**Minutes of PTA Meeting**

**29th September 2016**

**Present:**

Lisa Gill Jacques Botha Katie Chapman Karen Leonard Jenny Prince

Jade Chittenden Claire McKinnon Denise Garlick Louise Stewart Sara Head

Laura Anderson Emma Morrison Russell Gill Saloma Collins Barry Moss

Joanne Bibb Sarah Crawforth Daisy Carpenter Rob Padgham Rev Larry Bain

David Davies Kerry Jennings Shirley Crowther Sarah Elliott Caroline Roberts

Jo Ford Fran Conroy Naomi Swain Claudia Brooks Andy Fuller

Sue Henson

**PART 1 – AGM MINUTES**

1. **Governors Presentation**

Mr David Davies, the schools Local Authority Governor gave an overview of the Governors roles and responsibilities. The Governors consist of a mix of staff, parent, community and local authority representatives who work together to support and challenge the School, ensuring a consistently stimulating and safe environment for your children to learn. For further details please visit the school website and enter the “Who’s Who” section, selecting “Governors”.

1. **Agree Previous Minutes**

The minutes of the last AGM were agreed as a true record of the meeting.

1. **Chairs Report**

Good evening, I think most of you know me but for those who do not, I’m Lisa, and I have had the pleasure of being Chair this last year. It is custom for the Chair to say a few words before stepping down! Thank you. Two words that mean so much.

Thank you to all the Committee and members, who have given up their time, donated gifts and attended meetings to share ideas. Thank you to the Staff and friends of Heather Ridge for working and communicating with us to help gain additional equipment and resources used to enhance our children’s learning. We, together, achieved so much this last year and I hope we continue into the next. Thank you.

1. **Treasurers Report**

Looking back over the last 12 months (October 2015 to September 2016), the charity has achieved a lot.

The annual reporting for the charities commission for Financial Year ending April 2015 as well as the reporting for the Financial Year ending April 2016 was done and underwent and the latter undergoing auditing.

We continue to strive for continuity and transparency.  All the financial accounts are now stored on the school domain’s OneDrive account.  There is also a public section where we are continuing our information sharing and collaboration. (This includes PTA approved items the school can purchase)

We have moved off a Hotmail email address to a email connected to the schools domain ([pta@heather-ridge.co.uk](mailto:pta@heather-ridge.co.uk))  However insignificant this may sound, it has huge benefits for driving continuity and for sponsorship/donations in the future.

Throughout the year, several committees were formed, and successfully organised events that generated ±£9,300 net profit for the charity.  Some of the events were:

·       Summer fair: £3,507 – of which £592 came from a Barclays donation that matched raffle ticket sales

·       Xmas fair: £2,416

·       Pamper Evening: £610

·       Splash time: £908

·       May Ball: £389

·       Quiz Night: £246

·       Summer & Xmas Disco: £756

We would also like to thank all the sponsors (that includes all the PTA members, i.e. the friends and parents of the children).  Just to mention a few companies: Sainsbury’s, Bridges (£250), Mehdi (£300) and Barclays (£592).

With the increased visibility of the financials of the Charity, it highlighted that we had an excess of income over expenditure.  This allowed us to be able to donated ±£14,610 to the school over the last 12 months.  Part of the £14,610 donated to school is the regular Coach Trips (£1,500), Mathletics (£1000), Library funds (£600) etc.  Additionally, a total of ±£5,500 (compared to the budgeted £2,500) was also given to the school for chairs and tables from Year 1 & Year 2.  The pool was given a brand new cover and vacuum cleaner (±£2,500) and in the coming months, the school will be purchasing several items, which make up the total amount.

During July we started the process to change the charity’s name from *“Heather Ridge County Infant School PTA”*, with the reason of *‘*making the community feel more inclusive’.  The working title (from a financial and bank (cheque etc.) perspective) will remain as *“Heather Ridge PTA”*.  In August we received the confirmation of the change, and going forward the Charity name is now *“Friends of Heather Ridge PTA”.*

1. **Review of Current PTA Vacancies & Class Rep Roles**

Lisa gave a quick overview of these roles, with these being voted upon at the PTA Meeting following the AGM.

**PART 2 – MEETING MINUTES**

1. **Head Teachers Welcome**

Firstly, I would like to welcome everybody to the first PTA meeting of 2016. It is so lovely to see many new and old faces here tonight and we warmly welcome you to Heather Ridge.

The PTA is run and organized with volunteers and helpers who offer their own time and work hard to make the PTA what it is today. We are keen to encourage new parents to get involved and support in whatever way you all can. We appreciate that time is precious but as the saying goes “many hands make light work”

We have an amazing PTA who are extremely pro-active and dedicated and have help to support the school in so many different ways. They have worked tirelessly to raise addition funds for the school so that we can offer extra fun, exciting and stimulating learning experiences. I know that the teachers and all staff are extremely grateful for all that they have done throughout the year and I would like to take this opportunity to thank them.

Some of the projects that they have supported are:

* Subscription to Mathletics;
* The living eggs program in Year R;
* The Oscar night for Year 2;
* Coach contributions for school trips;
* Tables and chairs across the school;
* Walkie talkies in Year 2;
* Some resources for Mrs. Crow and Lunch Bunch plus some resources for lunchtime for Mrs. Evans;
* Continued support of the swimming pool- this year a new cover was purchased!

As you can see the PTA are totally committed to raising funds and as usual we are blown away by how much money they have raised. So, here is to the next academic year, may it be as successful as the last if not better!

1. **Nomination & Appointment of New Posts**

**Chair: Lisa Gill**  
Proposed: Jacques Botha

Seconded: Emma Morrison

**Vice Chair: Katie Chapman**

Proposed: Jacques Botha

Seconded: Denise Garlick

**Treasurer: Jacques Botha**

Proposed: Sarah Elliott

Seconded: Katie Chapman

**Vice Treasurer: Mark Jennings**

Proposed: Jacques Botha

Seconded: Lisa Gill

**Secretary: Karen Leonard**

Proposed: Lisa Gill

Seconded: Jenny Prince

**3. Class Reps**

The following all volunteered to under the role of class reps:-

Panthers Claire McKinnon and Jenny Prince

Jaguars Laura Anderson and Denise Garlick

Leopards Mark Elvin and Emma Morrison

Cheetahs Wendy Baillie and Louise Stewart

Lions Heather Croft and Lisa Gill

Tigers Laura Anderson and Katie Chapman

**4. Round Up of Autumn Term Activities**

**Red/White/Blue Day**

**Second Hand Uniform Sale**

Again we will hold this in conjunction with the parent conference days on 18th and 19th October (5.00-8.00pm and 1.00-5.00pm respectively). Katie Chapman volunteered to organise a table and honesty box in the library area.

**Shopping/Pamper Night**

Lisa Gill is arranging this popular event for Friday 18th November. Stalls are being pre-booked and awaiting confirmation/payment, although there are still 4 spaces available, so if you know anyone who may be interested please let her know. Details will be put on the noticeboards shortly and tickets for sale via class reps at £3 in advance or £3.50 on the night. Update at next meeting.

**Christmas Cards**

Karen will organise this for 2016 and will liaise with the School for workshop dates and volunteers. Update at next meeting.

**Tea Towels/Canvas Bags/Aprons**

Discussed the previous year’s items and possible options for this year – a carrier bag tidier or tea towels. Vote took place and decision was made to go with tea towels this year. Karen will organise and issue instructions to the classes shortly. Update at next meeting.

**Quiz Night**

Lisa gave an overview of this event and agreed to hold our next one on Friday 21st October. Jacques and Katie to organise and advertise. Update at next meeting.

**Bingo Night/Night at the Races**

Kerry Jennings volunteered to investigate a bingo night for early 2017.

**Christmas Fair**

Izel Botha and Katie Chapman have agreed to be the Event Organisers this year and will organise a sub-committee to start preparing for this event. Meeting details to be advertised shortly. Karen to ensure the hall is booked on Friday 25th November for setting up 2.50-9.00pm.

**St Peters Carol Concert**

We are awaiting a date from Rev Larry. Sarah Elliott will confirm who will be asked to serve refreshments. Update at next meeting.

**Christmas Disco**

This will be held on Friday 9th December, YR 3-4pm and Y1 & Y2 4.30-6pm. We are currently looking for a new DJ. As per last year we will make this a Mufti Day. We still need to find someone to organise this event. Update at next meeting.

**Theatre Trips**

Karen updated that we have tickets available for Snow White and the Seven Dwarves at Working Theatre on Wednesday 14th December at 7pm. These will be available to purchase via the PTA website, posters to be put on the noticeboards giving further details.

**EcoKids**

Emma Morrison volunteered to organise these for us. She will liaise with April Burchmore for more details and advertise a collection date shortly.

**PTA Newsletter**

Agreed we would continue to issue these on a monthly basis. The next one will be in November.

**5. AOB**

**First Aid Course**

We organise yearly first aid courses which enables us to run all the various events and is a requirement for the swimming lessons/splashtime each year. Karen will organise a course for early 2017. Details will be sent out via class reps.

**Xmas Themed Disco**

Lisa gave an overview of a previous “schools out disco” which was organised by Steph Monk. She is looking into arranging a xmas themed disco for Friday 16th December. More details to follow.

**Halloween**

It was suggested if we could run a fund event to coincide with Halloween. Discussed and agreed on a pumpkin hunt (same as our easter egg hunt). Karen to source chocolate and organise pumpkin templates. Lisa will send out a message via class reps on how to book and cost.

If you have any new ideas for fundraising, please let any of the PTA Committee members know.

**Date of Next Meeting: Monday 31st October 2016 – School Hall - 9:00-10.00am**