Minutes of Neilston Learning Campus Fundraising Group AGM

9th Sept 2019

Agenda

1. Attendees and Apologies
2. Welcome from the Chair
3. Chair’s report
4. Treasurer’s report
5. Constitution
6. Elections
7. Report from the Head Teacher
8. Events this term
9. Attendees:

Hannah Roussel

Jennifer Elliot

Mark Findlay

Karen Rees

Claire Burns

Elaine Hutcheson

Josie Williams

Gillian Hill

Maytal Wolfe

Andrew Howie

Gerard Curley

Gillian Orr

Apologies: Anna Kerr, Jessica Brown, Karen Elrick, Seonaid ?

1. Hannah welcomed everyone to the AGM and passed on apologies received.
2. The events of the group’s activities over the last school year were summarised, in particular successful grant applications made to Big Impact and Nicer Neilston, and an in-progress grant application to the Windfarm Legacy to help fund the Colour Run. Mr Curley added that the children are already enjoying British Sign Language lessons and learning about Deaf Culture as a result of the Big Impact Grant.

Mr Curley also commented especially on the success of the Xmas Fayre, which he said provided a community experience beyond the financial gains.

1. Jennifer provided everyone with a summary of the Fundraising Group’s up-to-date finances and gave a brief Treasurer’s report.
2. A copy of the draft Constitution for the formation of an official PTA was circulated. Members had discussed this draft at meetings during the last school year. Mr Curley asked that the name of the PTA on the Constitution be changed to Neilston And Madras Learning Campus PTA to avoid any confusion with the Campus that will be shared with St Thomas’ Primary School in future. There was a discussion about concerns previously raised about additional admin tasks required if and when charity status is achieved and what would happen if future parents did not want to continue as a charity. It was confirmed that these admin tasks are already being done as part of the regular running of the group and would not create additional burden, and that procedures are in place in the constitution for dissolution of the PTA should future committee members wish to do this. Adoption of the draft constitution was agreed unanimously, and the fundraising group will now be known as The Neilston And Madras Learning Campus PTA.
3. Elections were carried out for the new PTA Committee. New posts are as follows:

Chair – Hannah Roussel

Co-Chair – Maytal Wolfe

Treasurer – Jennifer Elliot

Secretary – Gillian Hill

Official Committee Members – Elaine Hutcheson, Josie Williams, Karen Rees, Claire Burns

1. Report form the Head Teacher

Mr Curley informed the PTA that the National Parent Forum of Scotland has released a document called “The Cost of the School Day” which points out that fundraising groups should be mindful of the impact of fundraising activities on low income families and some alternatives to fundraising events. He also updated us that the local authority is asking the school to make new efficiency savings this year. All agreed that grant applications have been a good alternative when there are specific projects in mind and that we should continue to be mindful of the burden on families of multiple fundraising events.

There was a discussion about how the group’s fundraising priorities would be decided, and Mr Curley suggested canvassing parent opinion on how funds should be spent. It was agreed that the school app could be used to poll parents about their priority areas for spending funds raised.

Task – Mr Howie to consult fundraising group on themes for poll at the next meeting and arrange for this to be put onto the app.

Gillian Orr updated the group on the upcoming Tough Mudder event at Madras Family Centre, which she hopes will fund new splash-suits for outdoor play. She asked whether the group could make a poster explaining to parents at the family centre how they can get involved with fundraising. It was agreed that Karen Rees and Josie Williams could act as PTA liaison to the family centre.

Task – Hannah Roussel to make a poster about the new committee for display at Madras Family Centre

Karen Rees and Josie Williams to act as PTA liaison to Madras Family Centre to facilitate communication

There was a discussion about how members of staff can approach the PTA with requests for funds. It was agreed that requests should go through Mr Howie, who will liaise with the fundraising group. (This will usually be at the monthly PTA meetings, with an email in advance so that the group has had time to consider and put the request on the agenda.)

Task – Mr Howie to liaise with members of staff at the Primary School and Family Centre about the process for requesting funds from the PTA.

1. The upcoming Colour Run was discussed. Outstanding issues included
   1. Need for more gazebos and tables (Karen Rees is able to lend a folding table, Mark Findlay will lend a folding table and gazebo)
   2. Need for cool boxes
   3. Appeal for home baking and sandwich donations
   4. Students and adult participants to be reminded to pre-register for the run to allow an estimate of the number of paint packets to be ordered

Task – Mr Howie to send out reminders to pre-register

School disco was discussed. In light of the new report on “The Cost of the School Day” it was felt that following the Colour Run, the school disco should be deferred until after Xmas to reduce burden on families.

Gillian Hill mentioned that Cauliflower Cards had been successful and popular in the past, and offered to investigate alternatives for this year.

Task – Gillian Hill to look in to alternatives to Cauliflower Cards.

Maytal Wolfe and Josie Williams gave an update on progress with school recipe books which was discussed last year. Josie has produced a template for pupils to fill out with recipes to be considered for inclusion. It was agreed that classes would vote on their favourites, and we would then invite the dinner ladies to make the final selections for inclusion in the book, which will be sold at the Xmas Fayre. Maytal Wolfe has had an offer from a local business owner that these can be printed at cost price. Gillian Orr confirmed the Family Centre will also be involved in the recipe book.

Task – Mr Howie to distribute templates to the classes, and to ask classes for their class protraits for inclusion in the recipe book

The meeting was concluded. The next meeting will be on Tues 8th Oct at 6.30pm.

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| **SUMMARY OF ACCOUNTS 2018/2019** |  |  |  |  |
|  |  |  |  |  |
| BALANCES BROUGHT FORWARD FROM 2017/2018 |  |  |  |  |
|  |  |  |  |  |
| CASH ON HAND | 41.65 |  |  |  |
|  |  |  |  |  |
| PETTY CASH | 30.00 |  |  |  |
| CHEQUES ON HAND |  |  |  |  |
| CURRENT ACCOUNT | 1,319.60 |  |  |  |
|  |  |  |  |  |
| TOTAL | 1,391.25 |  |  |  |
|  |  |  |  |  |
| ACCOUNTS 2018/19 | INCOME | EXPENDITURE | NET |  |
|  |  |  |  |  |
| BANK INTEREST |  |  |  |  |
| OLD COIN COLLECTION NPS | 182.00 |  | 174.00 |  |
| SEPTEMBER DISCO | 573.20 | 172.73 | 400.47 |  |
| CHRISTMAS FAYRE | 4,778.75 | 1,209.55 | 3,569.20 |  |
| CHRISTMAS MARKET | 191.20 |  | 191.20 |  |
| CRAZY HAIR DAY | 179.98 |  | 179.98 |  |
| CHRISTMAS CONCERT RAFFLE | 855.45 | 390.00 | 465.45 |  |
| CAULIFLOWER GROUP (XMAS CARDS) | 324.50 |  | 324.50 |  |
| FEB DISCO | 546.60 | 138.98 | 407.62 |  |
| CATTLE SHOW | 213.60 | 225.29 | -11.69 |  |
| SPORTS DAY | 198.42 | 221.40 | -22.98 |  |
| P7 LEAVERS DANCE |  | 481.49 | -481.49 |  |
| FUN DAY |  | 349.98 | -349.98 |  |
| MUSIC FOR ALL/NTD | 4,452.00 | 320.00 | 4,132.00 |  |
| AUDIT 2017/18 |  | 50.00 | -50.00 |  |
| CASH ON HAND | 13.00 |  | 13.00 |  |
| MEMBERSHIPS & LICENCES |  |  |  |  |
| CAPITAL EXPENDITURE |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL | 12,508.70 | 3,559.42 | 8,941.28 |  |
|  |  |  |  |  |
| FUNDS AVAILABLE FOR DISPERSAL |  |  |  |  |
|  |  |  |  |  |
| BALANCES BROUGHT FORWARD FROM 2017/2018 | 1,391.25 |  |  |  |
| NET SURPLUS FROM 18/19 ACCOUNTS | 8,941.28 |  |  |  |
|  | 10,332.53 |  |  |  |
| PURCHASES FOR SCHOOL | 5,150.95 |  |  |  |
| POST BOX FOR OFFICE | 23.50 |  |  |  |
| 18/19 FUNDS AFTER DISPERSAL | 5,181.58 |  |  |  |
|  |  |  |  |  |
| BALANCES CARRIED FORWARD TO 19/20 |  |  |  |  |
|  |  |  |  |  |
| CASH ON HAND |  |  |  |  |
| CHEQUES ON HAND |  |  |  |  |
| CURRENT ACCOUNT |  |  |  |  |
| DEPOSIT ACCOUNT |  |  |  |  |
|  |  |  |  |  |
| TOTAL BALANCE CARRIED FORWARD | 5,181.58 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |