Date: Wednesday 11th September 2019

Time: 7:30pm – 8:30pm

Venue: Perdiswell Primary School, Bilford Road, Worcester, WR3 8QA

Attendees: Kate Joels, Jenna White, Esther Kerkhoven, Lizzie Jaw, Lorna Napier.

Rachel Hughes, Jo, Whiting, Emily Marrow

Apologies: Sharon Lannie, Nicole Morris, Laura Maddock.

**Meeting Notes**

AP = Action point from this agenda item, please refer to summary table below for more details.

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| 1 | **Apologies**  Sharon Lannie, Nicole Morris, Laura Maddock |  |
| 2 | **Minutes of the AGM held on 12/09/18**  Summary of the minutes read out to those present. |  |
| 3 | **Matters arising from the Minutes**  None |  |
| 4 | **Chair’s report for 2018/19 by Kate Joels**  The year began with Movie Munch nights for KS1 and KS2. The children were well behaved. We found it a challenge to find titles that are U rated as most of the recent film titles are PG so we may revert to showing older films in future.  Christmas cards orders were collected in October and distributed to the parents in early December. The project was well supported, and a range of products from mugs to cards to pillows were ordered. The winter Disco was with DJ Chris and glow products sold well at this event. The Christmas Fayre was well supported by parents and children. To allow us more space, we chose not to include external stalls. Santa’s grotto was as popular as always and to entertain the children while they wait for their turn in the queue, we offered colouring activities. Ideas for this year’s fayre include having the option to visit ‘Mrs Santa’ to try and make the queue go down more quickly.  The Parent present shop sold stationary products - pen torches and note pads or matching notepads and pens and paper clips. These were pre-wrapped this year to make distribution quicker but the children still wrote out their own labels.  The Spring term began with the February disco. At this event we tried DJ Les in place of DJ Chris. We requested music suggestions to go on the playlist and this went down well with the children. Movie munch night was followed by Mother’s Day gifts. This year the gifts we offered were Mugs with tea or hot chocolate sachets.  The Summer term saw DJ les return for the June disco. Ice poles sold well at this event. Father’s Day present shop sold Socks and chocolate. The Summer fayre enjoyed beautiful weather. The tombola sold sweets as an alternative to chocolate as they can withstand the warm weather without melting. The raffle had a cash prize of £100 and HSBC match funded the raffle profit so an extra £600 was earnt.  The pop-up book shop and uniform sales continued through this academic year. A new email order system was introduced to order preloved uniform. This has been well supported by parents. The last event of the year was a pop-up book shop and tuck shop sale. This was very popular, and we would like to offer these sales at the end of each half term.  The PTA website is starting to receive more payments for events online. It has swapped PayPal payments for Stripe payments, and this has offered a saving on transaction fees. Ideally the PTA would like to use the website for all payments to reduce the amount of cash handling and banking. The website could also be used to communicate via email with parents allowing the reduction of printing leaflets.  A thank you was given to everyone that has supported and helped at the PTA events held this year. |  |
| 5 | **Treasurer’s report for the year ending 31/08/19 by Jenna White**  The PTA began the year with £6,156.05 in the main account and £89.78 in the secondary account. Total funds £6,245.83  The Discos created a surplus of £1523.44, Uniform £199, Xmas Fayre £1,334.31, not including the raffle which made £632.85. Xmas presents £325.06, Stikins £4.05, Xmas cards £383.80, 100 club £170.68, Books 140.55, Movie Munch £1,319.50, Mother’s Day and Father’s Day gifts £490.46, Summer Fayre £973.20 not including the raffle £453.10 The raffle will also have £600 match funding donated from HSBC.  The Tuck shop at the end of the year made £101.50, Sports Day tea and coffee £125.61 Misc. surplus income of £84.48 has come in from Give as you Live, and donations. The combined balance at the end of the year was £8,392.63  Funds donated to school include  KS1 Benches £374.85, New books for the library £1,506.13, Contributions to school trips £1,395, Whiteboard £2,074.40, Early year books bags £297.60, Year 6 leavers party £100 and Sports day Ice pops £9.01 |  |
| 6 | **Appointment of an independent Examiner of Accounts for the year ending 31/08/19**  An independent examiner has yet to be sourced. |  |
| 7 | **Election of Officers**  Chair – Kate Joels  Treasurer – Jenna White  Secretary – Esther Kerkhoven  Ordinary Committee members – Lorna Napier, Lizzie Jaw.  Members not present at meeting who expressed a wish to be on the committee; Laura Maddock, Rosie Evans, Gemma Guscott, Lizzie Second, Danielle Wysocki. |  |
| 8 | **Events planned for 2019/20**  Termly Movie munch nights, uniform sales, book sales, tuck shops and Discos. Autumn term will include the Christmas card project and Christmas Fayre.  A Summer Fayre will be planned for July.  Mother’s Day and Father’s Day gifts maybe postponed this year.  The PTA will explore the option to replace the 100 club with the Worcester Community Lottery |  |
| 9 | **Any other business**  **Request for 2019/20 funds**  Oct 2019 half term will see the installation of the running track in the school playing field. Total cost for the track will be in the region of £14,000. It has been requested that the PTA contribute £6,000 towards the project.  Further donations could be used to support other outdoor improvements to the school. Plans include the expansion of the pond area and the addition of a viewing pontoon, the renovation of the KS1 quadrant and new outdoor seating for the children to use at breaktime.  A new speaker system with microphone for school performances is required.  Mrs Hughes thanked the PTA for all their hard work and congratulated everyone on another successful year of fundraising. |  |