

Minutes
Sefton Park Schools PTA
Thursday 4th October 2016
Annual General Meeting

Present

Corrie Bell	Chair
Naomi Parsons	Secretary
Kate Lendrem	Treasurer
Michael Victory Rowe	Vice Chair
Cinead Ingram	Committee member
Jo Mason	Banyan (Yr 1) (Rep)
Brian Berman	Banyan (Yr 1)
Kath Jago	Aspen (Yr 1) Acacia (Yr 4)
Elinor Ni Chathain	Oak (Yr 2)
Linda Hollen	Oak (Yr 2) (Rep)
Polly Simson	Aspen (Yr1) Cherry (R)
Michelle Smith	Olive (Yr3) Poplar (Yr6)
Bethan Riach	Cedar (R)
Alex Bradley	Yr 6

Apologies

Hazel Culley
Bryony Page
Katie Ronald
Paula
Helen
Kirsty
Kirsty Neale
Sarah Lewis

Ordinary Business

- 1) Corrie extended her thanks to all those present.
- 2) Minutes from last year agreed and approved
- 3) Chairs report :

Sefton Park School ~ Parent Teacher Association

Chair Report 2015/16

Background

The aim of the PTA is to advance the education of pupils in the School by:

- Developing effective relationships between the staff, parents and others associated with the School
- Engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils

We do these things by holding school wide events, which bring the school community together, and raising funds, mainly through events, to pay for things that the School has identified it needs. The PTA has a history of being very successful at raising funds and has a well established diary of events. The committees in place before 2016 are responsible for this legacy and we appreciate being able to build upon their hard work, dedication and creativity.

The feeling amongst the last year's committee and reps was that the number of PTA activities and the demand that the activities placed on all volunteers was unsustainable and last year's Chair report talked about the need for the PTA to change. We have spent this year putting into practice a slightly different model for the organisation.

Linking Events to raising funds for specific projects

The largest project identified by school and funded this year was the playground steps. As part of the programme to develop the outside space, these steps improve the flow between playgrounds, linking the main playground to the higher level outside the terrapin. The Winter Fair was advertised as raising funds for this project and steps have been constructed and are in use. The Summer Fair was advertised as raising funds for new Junior Library and work is currently underway. Three quarters of our spending this year had been ring-fenced previously for the continued development of the outside space, enrichment funds, year 6 leavers and Christmas trees.

We have allocated everything we have raised in the last year and believe that passing on funds to school as soon as possible ensures that those who have contributed to fund raising efforts can experience the benefits.

Running events with Event Organisers

Five of our events this year have been run by Event Organisers who have been supported by the Committee. The idea here is to reduce the workload on the committee and give people an opportunity to lead a PTA event without having to take on a role that runs for the whole year. This has been done historically, with great success, with the Christmas Tree Sale and the Jumble Sale.

The Winter Fair and Summer Fair were once again our greatest fund raising events and were very busy occasions. Thank you to Debbie Hunt who was our first event organiser to take on a Fair. As an incoming chair it was really helpful to be able to focus on the other PTA events while Debbie was able to run with the Winter Fair, for which the organisation begins before the AGM. An arrangement worth considering in future.

The Christmas Tree Sale is an incredibly successful fund raising event and we would like to thank Clive Lewis and his band of men for all their work. Our other Event Organisers were Heather and John Mitchell on Film Night; Bex Rose on the Jumble Sale and Kate Lendrem on the quiz night. Thank you.

If you have any ideas for new events or if you would like to be an Event Organiser, do let us know.

Staffing events with volunteers from specific classes

All of our events this year, other than the Fairs, were staffed by volunteers from a specific class. Classes who staffed an event did so in exchange for running a stall at one of the fairs or a Friday Food Fest. This approach meant that each class in school was requested to help at only three events throughout the year in contrast to previously when a general call for help would go out to everyone at school for every event.

Keeping parents & carers informed

Historically the PTA committee would send out a message to class reps and the class rep would send it out to their class list. We have streamlined the process using MailChimp and now send out a monthly newsletter directly to parents and carers on our mailing list. This communication is complemented by Facebook posts and posters in the playground. The website has also been useful for making more detailed information available and for enabling bookings for events to take place on line.

The improved school communications dovetail with PTA communications and we appreciate being mentioned in the regular school newsletters, having up to date event details on the school website and updated and the texting system to relay our messages. Many thanks to Anita Craig for working with us on this.

As part of the move to improve communications we have also worked on developing event guides and stall guides which capture lessons and tips from people with experience. With these we hope event and stall organisers don't have to spend their time re-inventing the wheel and can apply their time and energy to adding their own creative twist.

Links with the Community

We have been able to build on relationships with local businesses who have been incredibly generous in their support of our work. We would like to thank the Co-op, Boston Tea Party and CJ Hole for their financial sponsorship, leaflet distribution and donations in kind (usually edible!); Grape and Grind keep us well supplied with discounted wine and Barclays Bank match funded the Jumble Sale this year with a donation of £500. We were also joined by FoodCycle at World on a Plate with a smoothie bike and soup.

Committee & Class Reps

Thank you to the committee for constant support, encouragement and inspiration; Michael Victory Rowe, Naomi Parsons, Kate Lendrem and Cinead McTernan. As well as Tim Farr and Debbie Hunt who were with us for the first part of the year. Thanks also to Gwendoline Blain for her art work.

One of the incredible things to witness is the evolution of a school fair where time and effort from so many people come together in one place to become an event that seems to be much greater than the sum of its parts. The class Reps have a huge role to play in making this happen – Thank you.

Support from Teachers & Staff

It is always lovely to see teachers at events. This year Helen Thorpe has been very keen to get the School Choir involved at both the Carol Sing-a-long and the Summer Fair. Dan Smith ran his Green Elephant stall again this year. He is keen for it to become a tradition. We also had help from teachers on stalls which is greatly appreciated.

We would like to thank Andrew Haynes for all his help with our events. Hosting PTA Events often means long hours for Andrew and he supports us with enthusiasm, dedication and kindness for which we are very grateful.

Overall, we believe we have been successful in reducing the work load on reps and committee members and given the opportunity for people outside of the committee to take on more responsibility. While this is all still work in progress, we hope that this makes involvement with the PTA less onerous and more enjoyable, and that more people will be able to take part in a way that works for them.

I would like to end with one of my personal highlights of the year. This year we found ourselves deceptively accessing the school to pin up messages of appreciation and love for the school, teachers and staff from children and parents. We Lovebombed Sefton Park School. Teachers came into school the next day, on what was, they thought, an ordinary Thursday to be greeted by the warm words in stars and hearts and a banquet of breakfast goodies in the staff room. It was an event that was as much enjoyed by those who gave as those who received, which, for me sums up my experience of the PTA.

Corrie Bell
PTA Chair 2015/16

4) Treasures report:

Sefton Park School Parent Teacher Association Treasurer's report 2015/16

Summary

This past year has been a good one – with the PTA running a variety of events with enthusiastic support both from our parent and teacher helpers and from those who have enjoyed attending the events we have run. Overall Net income is up on last year. We no longer hold large amounts of funds which are not allocated towards a specific project. The funds in the bank are destined for the Library Renovation which is currently underway. We are delighted to say that we have maintained the success of previous years in terms of raising funds whilst controlling the number and variety of PTA activities. We have run events linked to a specific funding request from school which increases the enthusiasm for getting involved in an event from parents and carers as well helping to attract sponsorship. Our links with local businesses have been a real asset this year and has come in the form of contributions in kind, printing costs, prizes and match funding. We have successfully managed to control costs by improving financial information for each event through the development of event guides. As part of the process to increase the documentation of information, a Treasurer's Guide is also being developed. As at the end of the year there is over £7,000 in the account.

Income

Our Gross income for this year was £16,576 which after costs gives a Net Income of £9,517. This is a good net figure for a year without an Auction of Promises which is our highest grossing event and traditionally held every other year. Our two main events; the Summer and Winter fair were both very well attended this year, judging by burger sales and overall takings. However, net income was not higher when compared to previous years as costs on both these events have increased. We now pay for the Caretakers time at any event that takes place on a weekend and for professional cleaners after the Winter Fair. There was a reduction in the income from some events; the Quiz Night and Jumble Sale made less than in the previous year which is probably due to both events being less well attended. Efforts could be made to raise the profile of these events in future. Both the Film Night and World on a Plate events were run as free events, however there was good amounts of donations taken at both. Additional income was also raised this year through successfully selling Christmas Wreaths at a separate after school event rather than as part of the Winter Fair and including the sale of Second Hand Uniform at the Summer Picnic, the committee is looking at ways adding uniform sales to this or other events in future. There have been fewer Friday Food Fests this year as both World on a Plate and the Café at the Summer Picnic were run instead of Food Fests, this has served to reduce the demands for help to parents. Despite slightly lower income from some events the overall income is up on last year, partly due to generous sponsorship and partly to controlling costs.

Expenditures

Total expenditure this year has been a whopping £18,874. Just over £18,000 has gone to the school. Ninety percent of which went towards the outside space, enrichment funds and the playground steps. The PTA support the school in its festive celebrations by paying for the school's Christmas Trees, offering refreshments at the Carol Service and buying gifts for staff at school who will not receive gifts through the classes. This year we all bought all the staff breakfast as part of our Loveboming campaign. And in keeping with previous years, we supported the celebration activities of the Year 6 leavers. PTA running costs have been kept to a minimum, although we have purchased shelving for the basement to help with organising the PTA equipment and purchased an additional event shelter and an outdoor PA / Music system.

Thank you to everyone who helped make this such a successful year – keep up the good work!

Kate Lendrem
Treasurer

Income & expenditure to 1/9/16

INCOME	Income	Expenditure	Surplus/Deficit
From 2013/2014	352.00	421.27	-69.27
Summer	4,601.50	2,214.75	2,386.75
Winter	5,299.50	2,705.81	2,593.69
Xmas Tree Sale	1,731.20	300.00	1,431.20
Food Fest Yr 3	96.40	0.00	96.40
Food Fest Yr 4	150.95	0.00	150.95
Food Fest Yr 2	120.56	0.00	120.56
Food Fest reception	167.60	0.00	167.60
Xmas Wreaths	212.35	27.75	184.60
Film	265.54	231.68	33.86
Recipe Book	532.50	30	502.50
Ice Creams	206.36	64.14	142.22
World on a plate	357.18	115.35	241.83
Jumble	1,251.34	408.75	842.59
Quiz	674.03	404.10	269.93
Picnic	292.35	20.26	272.09
Events & Misc.	145.07	0.00	145.07
Jute Bags	0.00	0.00	0.00

Total	16,456.43	6,943.86	9,512.57
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EXPENDITURE

Outside Space		-6964.30
Steps		-4,600.00
Enrichment		-5,200.00
Christmas Trees		-289.97
Christmas gifts		-76.30
Christmas Carols		-199.50
Year 6		-686.37
Love Bombing		-65.92
Clubs		-42.92
Subscriptions & Insurance		-235.99
Spending on infrastructure		-391.28
General expenses		121.78

Total expenditure	-£18,874.33
TOTAL SURPLUS/DEFICIT FOR THE YEAR	-£9,356.76

Assets as at 31/8/16

Cash in Hand	£57.85
Bank Balance	£7,151.28
Total	£7,573.13

5) Election of officers

The Chair (Corrie Bell), Vice chair (Mike Victory Rowe), Secretary (Naomi Parsons) were all re elected for further year.

Committee member (Cinead Ingram) was also re elected. All proposed by Polly Simson and seconded by Kath Jago.

Kath Jago stood for Treasure assistant – proposed by Corrie Bell and seconded by Mike Victory Rowe. New committee members (Kate Lendrem, Linda Hollen and Alex Bradley) also joined.

The Treasures position is still vacant and this will be addressed by a mail out to class reps to encourage someone to come forward with the emphasis on a book keeper role.

[Note: The Treasurer position was filled by Elinor Ni Cathain following the AGM]

Special Business

1) Class Reps 2016/17

Sefton Park PTA - Class Reps 2016/17

Year	Class	Reps Name
Nursery	Pine	
Reception	Cherry	Polly Simson*
Reception	Cedar	Bethan Riach*
Year 1	Banyan	Jo Mason
		Kirsty Neale*
	Aspen	Ness Kozlowski
Year 2	Oak	Linda Hollen*
	Eucalyptus	Naomi Parsons
		Cinead Ingram*
Year 3	Baobab	Hazel Culley
		Bryony Page
	Olive	Michelle Smith
		Helen Ordish
Year 4	Acacia	Katherine Jago
	Cypress	Paula Gunnell
		Kirsty Gisbourne
		Helen Currie
Year 5	Kapok	Mary Bright
		Emma Makin
	Mango	Anita Craig
		Katie Ronald*
Year 6	Poplar	Sarah Lewis
		Michelle Smith
	Maple	Sarah Nutchey

* New Reps

2) Allocation of stalls at the Winter Fair

STALL	CLASS
BBQ	Eucalyptus & Oak (yr2)
Santas Grotto	Cherry & Cedar (yr1)
Café	Olive (yr3)
Raffle & Recipe books	Maple (yr6)
Craft/facepaints/tattoos	Banyan (yr1)
Mulled Wine	Acacia (yr4)
Jolly Jars	Aspen (yr1)
Bear in a bag & golden crackers	Poplar (yr6)
Winter Games	Cypress (yr4)
Tombola	Baobab (yr3)
Candy Floss	Anna Bennett (tbc)
Setup/tidy up/patrol	Committee

It was agreed going forward that Year 2 will be allocated the BBQ at the annual fairs and then be exempt from the stall in future school years.

3) Any other Business

- Road safety was raised as an issue. In particular Williamson Rd and Bartholmews Rd. Concerns over car speed and bicycles were main issues. Is this a PTA issue however?
- There then followed a general discussion on how the PTA works. How can we welcome more people and pass on our information?
- An annual planner of events was suggested so parents/carers know which term events will occur in. Brian also suggested that a short introduction from the committee at each event could be a way of sharing information as there is already a captive audience.

Meeting closed at 9.30