**Minutes for St Andrews Primary School PTA AGM**

**Held on 3/12/19 at 7.30pm at St Andrews Primary School**

**Attendees; Sarah Clayton, Zoe Woolnough, Jo Isbell, Lisa Peters, Jen Elsden, Nicola Botcher, Mike Harrison, Helen Wood, Emma Knight, Lisa Price, Anna Marsden, Marisol Deck, Claire Dietz,**

1. **Apologies for absence** – Paul Westly, Kathy Murray, Sarah Hunt, Abbi Flack, Aimee Botting, Jodie Turner
2. **Matters arising from last meeting -** New guidelines. Everyone ok’d these. Emphasis on them being guidelines and not ‘rules’ but to ensure everyone is aware of the main structure and accountability.
3. **Treasurer’s Report ;**

£13,569.17 in bank, Yr 6 = £1243.50 (profit is £447) £344.34 from 2018/2109 yr 6, £100 waiting to go to KD productions

Paypal money - £4196.62 – this is still being dealt with by JI regarding access to this, LP offered to help.

Stripe £18.62

Total PTA money to date; £16,095.37

JI handed out treasurer guidelines, these must be stuck to ensure we are following PTA, insurance and Charity commission rules and for our own safety where accountability is concerned. If there is a paper trail ie raffle tickets money can be taken home and kept together ensuring this does not exceed £500 in an individual’s home. Expense and deposit forms were shown, copies will be kept by the PTA postbox and all money should be recorded on these.

1. **Funding Requests;**
2. EYFS Playground – a picture of the suggested playground was shown with a revised costing of £10,488.21, this is a high-risk playground with specific flooring. This was a **unanimous vote** to allow this to go ahead with a proposed date of installation around Easter.
3. De-Fib Machine – this will just be for school use, the costs are approximately £600 with minimal upkeep costs. **Unanimous vote yes**
4. Recycling Boxes – Terracycling initiative is going really well, a request for boxes to allow year 6 to help sort and store further recycling in school. This was a **unanimous yes**
5. Key Stage 2 playground, A frame – It was discussed that the further installation of an A frame was not priority as the original frames had been fixed and other musical bits installed.

Fundraising for the KS1 courtyard has been mentioned, this would be to sort out and turf the space making it into a possible sensory/mental health space for the whole school. Approx costs for turf are around £6/7k. More research needs to be done with this.

1. **Events held - updates**
   1. IQ Cards- went weel
   2. Elfridges – approx. 287bags
   3. Toy Story 4 film night – Problems with sound, to be addressed by **MH**
   4. 9th Story Telling Event – all sorted and ready
   5. St Andrews Church Xmas Fayre – used poundland stock – profit £126
   6. 16th Christmas Disco – need sweets & ask for helpers
   7. Cake Break – worked well with shop bought so carry on going forward
   8. Raffle – to be sold with refreshmenst at school plays/singing.
   9. Christmas Fayre – went well, outside stalls didn’t work as well.
   10. Shade Christmas Fayre – used poundland stock
   11. 5p challenge- 1st bottle already filled, with end date and prospect looking good.
   12. Bags 4 School- on Friday, need to ensure covered up in wet.
2. **Year 6 Fundrasing;**

Total raised so far - £447, hoodies have been sent out, collected £957 in PTA account with invoice still outstanding. Still to do bag pack at weekend. £70 donation from ghost walk, £55.50 from cake stall, £161.00 from raffle. Bouncy castle booked and yearbook underway. T shirts to be ordered in summer.

Excess funds from last year just to be added to PTA account as some years may have a shortfall.

1. Upcoming events;
2. Easter Disco – check dates with **MH** and other teachers. **JT?**
3. Mothers Day Shop – 18th March **SC/LP**
4. February Cake Break – 14th Feb – no plates this time, just ensure people with dietary requirements know they can still bring their own in and pass to teachers. **AM**
5. Pancake Day – Flipping Fantastic – original idea was Sponsored event, this clashed with NSPCC sponsored event being run by school. Voted to make a donation event. **SC**
6. Treasure hunt/trail – possibly using shops? Need a firm idea, possibly used for Easter. **ZW**
7. AOB
   1. Decision Making/Polls – all polls have to have an end date on them and an option to abstain from voting.
   2. Code Of Conduct – look into possible guidelines, emphasis on ensuring that we are just parent volunteers representing an aspect of school. Keep in mind accountability from members as part of the PTA alliance. Ensuring we have back up from school if any problems occur. Keep in mind how written words can be read differently when on social media, between ourselves and as part of the PTA.
   3. DBS Checks – anyone not have a DBS needs to take 2 forms of ID to the school in order to get a school checked one. No one can walk around school without these and can mean losing time if other volunteers are having to be led by a DBS checked volunteer.
   4. Shed storage – needs a good clear out and sort once better weather. Look into better storage/racks.

**Next Meeting – Tues 4th February @ 7.30pm**