MINUTES

St Mary’s C of E Primary Academy PTFA (AGM)

4th October 2017 | 7.30pm | Venue St Mary’s Primary

# Committee Members

Attendees| Caroline Bannard (Chair) | Andrew Stenson (Treasurer) | Rachel Wilson (Secretary) | Emily Pearson (Secretary) | Sarah Reynolds (Deputy Headteacher) | Mel Barron | Dawn Brassington | Scott Brassington | Emma Reynolds | Juliette Mead | Emma Farrer | Sam Watson | Natalia Savkova

Apologies: |Michelle Brightwell | Steven Baynes

| Item |
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| **Welcome**  The Chair welcomed the committee. |
| **Outgoing Treasurer’s Report & Closure Accounts**  The treasurer presented the accounts for 2016-2017. Total income of the year of £6028.48. Donations to the school of £4232.40 were made. Major income generators were Christmas Fair, Discos and Chocolate Bingo. End of year Circus event made a loss of £300 due to low ticket sales 55% sold. Recurring annual expenses of PTA UK membership, annual lottery fee, Easter Eggs and Year 6 leavers donations. A printed accounts summary was provided by the Treasurer.  Sarah Reynolds to post in the next newsletter that the PTFA has donated £4232.40 to the school in 2016-2017. |
| **Proposals for and Elections of committee members for the academic year 2017/18 Chair, Vice Chair, Secretary and Treasurer**  The following nominations were made and duly elected by the members:  Chair: Caroline Bannard  Vice Chair: Sam Watson  Treasurer: Andrew Stenson  Vice Treasurer: Natalia Savkova  Secretary: Rachel Wilson / Emily Pearson |
| **Upcoming Planned events (Cake Sale, Disco, Christmas Lights, Panto)**   * Cake Sale to be organised for Thursday 9th November to coincide with Parents Evening 3.30pm – 4.30pm (Dawn, Sam, Scott). Will check if other parents can volunteer. Cake sale posters will be required and flyer to go up on Facebook for donations. Print PTFA leaflets to hand out on the event. * Christmas Disco - Friday 8th December 5.30pm – 6.30pm EFYS & KS1 6.45pm – 8.00pm KS2. Confirm helpers nearer the time. Andrew to confirm booking with DJ. * Panto – Wednesday 6th December – travelling pantomime booked for 1.30pm – open to the whole school. * Christmas Lights - Friday 24th November, Time 5pm – 9pm – school has confirmed that they are happy for the school to be opened for the lights switch on. It has been agreed that the Santa’s Grotto will be running. Discussion on how to minimize the queues for Santa, ideas included group bookings, or multiple Santas. Last year 140 children attended the Santa’s Grotto. Stalls will be available on the night. PTFA to run a raffle and tombola. Andrew to email existing contacts for stalls – Rachel to send Andrew email addresses of the stallholders from the Circus event. Stalls to be charged at £15. £2 entry for Santa. Sub-committee (Emma, Emily, Dawn, Scott, Sam, Juliette, Andrew, Natalia) to meet Wednesday 18th October 7pm. * Valentines / Glow Disco – 9th February. Sam to enquire regarding DJ availability and price. |
| **Ideas for Future Events for the year & Fundraising**  Circus Event: Committee agreed to make initial contact (Andrew to contact) with the Popup circus and enquire regarding the available dates for next year.  Mufti event with chocolate donations to be confirmed  Chocolate Bingo – agreed that this was a very successful event so would like to run again. Provisionally booked for Friday 23rd March  Film Night provisionally booked for Friday May 18th (6pm start)  April Disco – Friday 27th April  Mother’s Day Sale – 8th and 9th March (school to confirm)  Father’s Day Sale – 14th and 15th June (school to confirm)  End of Year Disco – to be confirmed  Stall at the Duck Race  Discussed Christmas Tea Towels & Christmas Cards (Class Fundraising). Emily to liaise with the school. |
| **Funding Requests & Updates**  Sarah Reynolds investigating progress with school playground areas / equipment. Agreed to discuss next steps at next meeting. Caroline and Sam to liaise with Sarah Reynolds.  Request for funding for Bright Sparks club – committee discussed and agreed that as this service was not used by all children the PTFA could not support this request.  Andrew requested if funding could be provided for football goals for the field. Emma F raised that a list was provided by the school council for outdoor equipment – to be discussed at the next meeting to gain an idea on pricing.  Sarah R to discuss with school if they can part fund Mathletics. |
| **Any other Business** |

None

**Date for the next meeting – Wednesday 15th November**