

# **Chennestone PTA AGM Minutes**

**05/10/18**

## **In attendance**

Mr Macgill	Lesley Benning
Ms Wales	Olivia Lockett
Jasmin Brief	Sam Cholewa
Kath Saunders	Frances Freeman
Helen Schaffleburg	Karen Linten
Emma Upton	Sarah Haycocks
Emma Chapman	Jane Cilliers
Michelle Wade	

## **Treasurer's report**

- Emma Dashwood prepared a report detailing all expenditure and income for 2017/18 including profit figures for the larger events.
- In total £17000 was raised and paid to the school over the last 2 years for the interactive whiteboards. The PTA has also paid for a number of other supplies, like school bags for new joiners, class contributions, leavers books etc.
- Kath Sanders is reviewing this and will aim to have a report that can be published soon. This role is also being handed over from Emma to Clare Fisher, our new treasurer. Once this has been done the accounts can be submitted.
- The Summer Event was a success, despite being scaled back. The positive feedback from parents suggests they were happy with the scale and they enjoyed the relaxed atmosphere. Maybe adding a raffle and silent auction to this type of event will enhance profitability.
- Applying for Gift Aid would allow us to claim up to 25% back on sponsored events held by the PTA. So for the up and coming Glow Run, we need to have this set up. Jasmin to follow up with Jayne Griffith.

## **Actions**

- Mr Macgill to invoice us for classroom donations, bookbags etc.
- Jasmin to speak to Jayne Griffith about registering for Gift Aid for the Glow Run

## **Committee Nominations**

- The following positions were agreed:
  - Chair - Jasmin Brief
  - Secretary - Michelle Wade
  - Treasurer - Clare Fisher
  - Assistant treasurer - Karen Linten
  - Class rep coordinator - Jasmin Brief to remain in post
  - Communication officer - Jessica Brown
  - Promotion officer - Leslie Benning to remain in post
  - Bookings officer - Cara Owens
  - Buyer 1- Lindsey Hitchcock to remain in post
  - Buyer 2 - Helen Shaffelburg to remain in post

- Donations Officer - Kath Sanders to remain in post
- Donations Officer 2 & 3 - Frances Freeman and Clare Poynter
- Charity officer - Jane Cilliers

### **Actions**

- Mr Macgill to confirm a teacher representative who would attend meetings etc and be part of the PTA.
- Bank cards need to be changed to Clare Fisher and Karen Linten. All previous holders need to be removed. Emma/Andrea to action.
- Emma Dashwood to provide a handover to Clare and Karen.
- Scottish Widows Savings Account balance to be transferred into the current account and then the savings account closed. Emma/Jane to action.

### **Mr Magill's address - using the PTA donations**

- Mr Macgill talked about their recent project, building a running track around the perimeter of the field. This should be up and running by the end of this term. It wasn't scheduled until next year, however the company involved had a cancellation and can now start working on it next week. The first phase of the project is installing the running track, they will be using their sports funding for this. However phase two, would be the installing of additional stations off of the track which could have gym equipment like exercise bikes etc. The school would be grateful if the PTA could help raise funds for phase 2. Mr Macgill also thought the children could vote for what stations they wanted by having giving them the options and letting the majority decide.
- Mrs Paice represented the Green Team asking for volunteers, parents/grandparents or external friends or family that could help offer guidance on planning out their green space. Someone who is a keen gardener or has the necessary expertise and is willing to come into the school maybe every two weeks for a period of time. Mrs Paice also mentioned that the 5th November is Green Day and that this is open to all parents who wish to come in and help out with their gardening initiative.

### **Actions**

- PTA to help the school organise a Glow Run/Grand opening to raise funds for phase 2. Potential date 2nd or 3rd week of November. Dates and times to be finalised.
- Sam to look into getting a local Sports celebrity to open the track.
- Jasmin to ensure gift aid is organised for this event.
- PTA to come up with a visible measure of how much funding is being raised and what it's being used for. This should be prominently displayed for all parents to see.
- Lesley/Jessica to advertise on behalf of the green team.

### **2018/19 Events Dates - alternatives and additions**

- Coffee Morning and Pre-loved sale 12th October 2018 9am start
- Welcome disco 12th October 2018 - tickets go on sale on Monday in the playground from 8.30am.
- Glow Run/Grand Opening - November 2018 to be finalised by Mr Macgill. PTA to provide help in the organisation and running of this event
- Muftiday TBA - Looking to raise Bottle tombola, Adult tombola and children's tombola prizes
- Christmas Fair 23rd November. Meeting to be organised after the welcome disco to start planning for this. No external performers but there will be external vendors present. Classes will be given the option to come up with their own stalls if they want to.
- Christmas Competition could be designing the promotional flyers for the Christmas Fair, with each year group having their own winner, alternatively
- Christmas decoration competition - Could be done in December once the Fair is over.
- Bingo Feb 2019
- Jumble Sale. Getting the Green Team and other children involved in the organisation and selling of second hand clothing. This event would be open to the general public and would need to be heavily advertised. Parents would be interested especially if their children were involved in the selling part of it.
- ECO bags - this would be organised for the day after the jumble sale. So that any remaining items could be collected by Unicare.
- Cake Sales in the spring months
- Muftiday £1 collection Spring months.

#### **Actions**

- Mr Macgill/Ms Wales to confirm who is manning the door for the second disco on the 12th October.
- Emma Upton to organise a clipboard to try and get new PTA recruits on board at the Welcome Disco. Team up with Jessica who will be at the later disco.
- Mr Macgill to confirm date and what help is needed for the Glow Run
- Jasmin to ensure Gift Aid is in place for the sponsorship forms.
- Michelle Wade to organise a meeting before the school holidays if possible to start the Christmas Fair planning.
- Mr Macgill to give us a Muftiday date so that the PTA can advertise it accordingly.
- Sam is organising the coffee morning and pre-loved sale on the 12th October.
- Sam/Emma Chapman and Sarah Haycocks to organise a Jumble Sale next year possibly March.