**PTGA AGM**

**Wednesday 25th September 2019 at St Mary’s School**

Present : Rachel Reid (Chair), Andy Thurman (Treasurer), Frances Brunsdon (Secretary), Rebecca Hare(Head Teacher), Lou Munn, Abby Banks, Anita Emery, Liz Martin-Lawrence, Chantal Pepperrell, Emma Huxtable, Mimi Van-Praagh

1. **Apologies**

Rebecca Johnson and Symone Salwan

1. **Minutes of previous AGM**

Were approved no outstanding matters arising.

1. **Chairman’s report**

Rachel Reid gave the Chairman’s report. On behalf of the PTFA and my team I would like to thank you all for your support over the last year. We have had another very successful year with our fundraising and are all really proud of smashing our original target of £3000 again and getting well over £5000 which is an amazing achievement for such a small school!

The key things this year have been :

* The committee met and culled decades worth of old paperwork which we didn’t need to keep.
* We also met and went through the PTA constitution document in order to submit an up-to-date version to the charity commission. This was important because the existing one was from the 80s and was very out of date. We often need to provide a copy of our constitution when applying for funds so it was essential that we actioned this. As you can imagine it was a riveting evening’s entertainment and it was really only thanks to Anita that any of us made it out of the meeting with our sanity intact! The updated constitution can be found on our webpage and we have 21 days for all our members (that’s all parents and teachers) to comment before we submit it to the charity commission.
* As part of this we would like to have our accounts unoffically audited so if anyone knows someone with the right skills to do this (for free!) for us please let me know (we don’t officially need to be audited because we raise under £20,000 but we feel it’s best practice).
* Finally, we have put together policies which go alongside our constitution which will also be available on the website.

So what next?

This year, we have been asked by the school to focus our fundraising on sports and outdoors. The school council have given us a wish list for playground games and Mr D is putting together a wish list for PE equipment, specifically replacing the large gymnastics pieces which could apparently be classed as antiques! Maple class are revamping their outside learning space and need some funds for their playhouse

area. The school shed is also in the process of being built by Mr Grey as the original 2 are no longer water-tight and fit for purpose. These provide essential storage for the school and PTFA.

We started the fundraising by getting involved in the village fete and running a very successful crazy golf course! So successful that a repeat run at the Christmas Fair has been muted! We have already applied to a number of the supermarket schemes for donations towards our fundraising, thank you Emma Huxtable for taking on the various forms that have been needed for these. We are in discussions about some exciting fundraising ideas such as a family or class sponsored marathon so watch this space for more details on how to get involved in that. But as usual, our biggest fundraising event this term is our Christmas Fair! Yes, it’s only 10 weeks until the Christmas Fair. This is a big fundraiser in our year and takes quite a bit of preparation. After the success of the programme last year we want to make more of it this year and we are on the lookout for someone to coordinate contacting local businesses to see if they will place adverts or donate raffle prizes. Andy is organising the invoicing etc. but we need someone to oversee the contents. If you are interested, please let me know asap as we need to get cracking with it.

Some of the other events to look out for this year are:

* January Jumble sale
* The annual Chinese New Year disco
* The May Fair with the children’s bake-off
* The Summer Social after Sports Day

We have a wonderful team within the PTFA and over the last few years it has gone from strength to strength. We couldn’t do what we do without everyone getting involved but I’d like to take this opportunity to say a special thank you to Frances for being Secretary and keeping us all organised and ‘minuted’ and to Andy for keeping track of our finances and making sure we do everything the correct way and for getting our banking online! We were sad to lose Emma Hart at the end of last year as she was my very valuable Vice Chair but I am immensely relieved to be having Anita step in as my new Vice Chair. Her advice has been invaluable to us all over the last year as we have waded through some legal and accounting treacle! If anyone wants to get regularly involved in the PTFA, then we have 2 spaces on the committee. These roles come with voting rights and a commitment to attend our regular meetings wherever possible. There will be an opportunity later on in the meeting to let us know if you’re interested! Finally, I want to thank Andy and Justin who have worked with Andrew (from school’s IT support) and put time into putting together our amazing new page on the school’s website where you can go and see all our updates, documents, minutes etc. In light of GDPR changes we will no longer be keeping a register of parent’s contact details and emailing you out asking for help. Instead we are asking those of you who want to be actively involved with the PTFA

(however small) to sign up via our webpage to our email subscription list. Particular thanks to Andy for steering us forward in this! This system is a secure and GDPR compliant email circulation system and allows us to keep you up to date whilst protecting your data. This essentially means we will email you about events and when we are looking for help. All parents are automatically considered part of the PTFA but this list is for those who want to be more actively involved. Look out for details of how to do this in the letter coming out via school.

Don’t forget:

Easyfundraising – great way to raise funds while doing your Christmas shopping!

Stikins – to prevent your child losing all their belongings before half-term!

Rocking Horse – a good way to raise money for school whilst decluttering your house (but don’t forget to hold onto things for our jumble sale in January!)

Second hand clothes rail – due to be out on the playground every Tuesday

1. **Head Teacher’s report**

Becca Hare delivered the Head Teacher’s report and starting by thanking the PTFA for all their hard work in making the events happen, and also what a great atmosphere happened with all the events. She highlighted the music workshops which had been of great benefit to all the children and great fun, and the Willow swimming funding assistance as this meant that it was much more affordable to parents, it was hoped that this funding will be continued for further years, as swimming will be rolled out to all of Willow Class every year. The new laptops have been a huge benefit, meaning that all students can log in at the same time, rather than some having to share. Additional funds were used for Forest School equipment and class pots. Maple had things like pencil grips and aids to help then with their learning in class, Cherry who were covering Stone Age, used money to help them build dens, Willow for their hands on history workshop, and Lilac with costume and art and design for their show.

1. **Treasurers report**

Andy Thurman gave the treasurer’s report. Andy gave out the accounts for the past year (see attached). The main point to note that amazingly all events had made more money than the previous year. We were lucky to have excellent weather at both outside events, and both Rocking Horse and Easy Fundraising figures were substantially higher, it was thought that this was because it was being logged separately and money was coming directly into our account rather than going via school.

1. **Election of members**

Emma Hart having left the school meant that Vice Chair role was available plus 2 spaces on the general committee.

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| **Position** | **Person** | **First** | **Seconded** |
| **Chair** | Rachel Reid | Mimi Van-Praagh | Chantal Pepperrell |
| **Vice Chair** | Anita Emery | Rachel Reid | Frances Brunsdon |
| **Treasurer** | Andy Thurman | Rachel Reid | Anita Emery |
| **Secretary** | Frances Brunsdon | Liz Martin-Lawrence | Anita Emery |
| **General Committee** | Rebecca Johnson, Mimi Van-Praagh, Lou Munn | Frances Brunsdon | Rachel Reid |

1. **AOB**

Emma Huxtable advised that she had lodged applications for funding from Tesco, and Co-op and is currently waiting to hear back. She will also look at redoing Waitrose including looking at additional stores. It was also mentioned that Aldi are doing a promotion of funding a sports kit for schools after collecting £300 worth of vouchers. We would need a poster to collect them. **Action point : BH to look into getting poster.**

1. **Date of next meeting**

Next AGM meeting to be arranged nearer the time. Next committee meeting to be held on Monday 30th September 2000 at Elm Cottage. Forthcoming PTFA meetings to be held at the Anchor Inn 2000 on Thursday 16th January 2020 and Tuesday 28th April 2020.

