

St Paul's CE Primary School PTA
(Registered Charity No. 505453)

Minutes of the AGM held on Wednesday 8th October 2014

Present: Ellie Costello (Chair), Nicola Hill, Jon Hill, Claire Hurst, Kate Larkin-Wong, Mrs Newell, Mr Watson, Sam Young, Mrs Reekie, Angus Alton, Meg Medlock, Julie Hutton, Bev Stephens, Helen Scares, David Jackson, Tess Robinson, Julie Jackson

Ellie opened the meeting by welcoming everyone and explaining the purpose of the AGM.

1. **Apologies for absence**
Received from Lucy Marcovitch and Caroline Castle.
2. **Minutes of the AGM held on 9/10/13**
Circulated and approved.
3. **Matters arising from the minutes of the AGM held on 9/10/13**
Ellie Costello confirmed any matters arising will be dealt with during the course of this meeting.
4. **Chair's Report 2013/14 (attached)**
Copies of Ellie's report were circulated. Ellie advised that 2013/14 had been a very successful fundraising year and a very busy year of activities. She thanked parents and school for their help. Mr Watson added his thanks on behalf of the school and pupils.
5. **Treasurer's Report for the year ending 31/8/2014 (Income statement attached)**
Jon Hill presented the draft accounts for the financial year as at 31/8/14. He emphasised that these figures are still to be finalised although there will be no major changes. The top line figures that were discussed:
 - income to end August was £24,402.58 (incl Tesco £4,000 and Round Table £2,500 donations)
 - previous year income approx. £15,700
 - gross profit (after costs and expenses) £16,201.35
 - cash in the bank £18,749.33
 - already paid to school £10,018.26 (including School Fund)
 - invoiced and pending payments to the school approx. £12,700 (library), £1,700 (software)
 - unallocated cash to carry forward approx. £4,600

For a full set of the accounts, email Jon at treasurer@stpaulspta.org.uk Ellie thanked Jon for his invaluable contribution this year.

6. Election of Independent Examiner for 2014/15

William Clemmie will be handing over his role as Independent Examiner to Elizabeth Barnes. Jon advised that Mr Clemmie has still to provide Jon with a signed off copy of last year's accounts. *Jon* will continue to follow this up and will keep Elizabeth Barnes informed.

7. Deputy Treasurer - uniforms report

Julie Hutton confirmed that new Tesco scheme is operating well. Profit from uniform and label sales was £114.52. Second hand uniform profit was £168.20. There is approx. £3,000 in the uniform account. It was agreed that this would be moved to the main PTA account to boost cash flow. *Julie* will replenish the Clipper order forms in the foyer. Julie also advised that Easy Fundraising had made a profit of £163.81 for no cost and it was agreed that *Mr Watson* would speak to Mr Bown about highlighting this with parents via his weekly newsletter to potentially maximise revenue from pre-Christmas on-line shopping. There has not been a payment to the PTA from Recycle with Michael (Salvation Army). *Mr Watson* agreed to follow this up with Nicky in the office as a payment may have been made direct to the school.

8. Resignations and Election of Officers and Trustees of the Committee

Ellie tendered her resignation as Chair. Bev Stephens thanked Ellie on behalf of the PTA and Mr Watson thanked her on behalf of the school and pupils. Mr Watson also confirmed that the PTA had been seen as a highly valued resource in the recent parent feedback questionnaire.

Jon Hill confirmed that he would continue in his role of Treasurer.

Julie Hutton resigned from the Deputy Chair role but will stay on as Deputy Treasurer.

Meg Medlock resigned from the role of Secretary.

After much discussion (and limited volunteers/nominations), the Committee for 2014/15 was confirmed as:

Chair - to be re-advertised (*Nicola Hill* to send some wording to Mr Watson)

Deputy Chair - Ellie Costello (nominated Meg Medlock, seconded Julie Hutton)

Treasurer - Jon Hill

Secretary - Bev Stephens (nominated Meg Medlock, seconded Ellie Costello)

Deputy Treasurer - Julie Hutton/Julie Jackson (nominated Julie Hutton, seconded Meg Medlock)

The other non-Event Leader roles were confirmed as follows:

Comms Officer - Claire Hurst

Yearbook Coordinator - Ellie Costello

School Shows - Ellie Costello

Recycling Coordinator - Caroline Castle

Fundraising - Tess Robinson, Julie Hutton, Sam Young

9. Nomination and Approval of 2014/15 Event Leaders

Volunteers have come forward to lead all the proposed 2014/15 events. They are:

26/10/14	Family Bingo Night	Bev Stephens and Tess Robinson
5/12/14	Christmas Fair	Sam Young/David Jackson
12/2/15	Kids Disco	Helen Scares/Julie Blackmore/Julie Jackson
19/3/15	Easter Egg Tombola	Julie Hutton/Jane Morris
16/5/15	Barn Dance	Estelle Price/Dawn Beachus/Lily Pilcher
.		Sara Burt/Sarah Tripp-Smith/Lisa Simpson
18/6/15	Quiz Night	Nicola Hill/Caroline Castle
4/7/15	Summer Fete	Sam Young/David Jackson

10. Fundraising Goals

It was agreed that 2014/15 would be a year of consolidation due to the limited cash flow following the library and software projects. Ellie stressed that the school should however continue to send through fundraising requests as the £3,000 balance from the Uniforms account could help to fund emergency projects. Mr Watson suggested, and it was agreed, that stocking the library become a focus, as both parents and corporate sponsors would respond positively to having a tangible fundraising goal.

11. Fundraising Requests

None.

12. Review of PTA Communication

Following discussion about the various methods of communication, it was agreed that the PTA website was excellent and would come into its own when the school website re-build was complete. Facebook was seen as a very positive communicator, particularly for day-to-day issues. It was agreed that PTA News be reduced to once-a-term and *Mr Watson* will speak to Mr Bown about using his weekly newsletter as a medium for keeping parents up-to-date with PTA news. Mr Watson confirmed that email communication with parents would soon be up and running and this would replace much of the photocopied information sheets.

13. Administration for this half-term's events

Julie H. confirmed she will send out a 100 Club letter to parents before half term and that Mr Bown would be advertising the scheme via an info board at Parents' Evening. Julie confirmed that all current members would need to sign up again for this year - £10 per number for the school year. *Julie J.* will produce a letter to parents about the School Fund after half term.

14. Any other business

There were several items of business:

Christmas Planning Meeting - it was proposed and agreed that this would be incorporated into the PTA meeting scheduled for 6/11/14 at 3.20pm. *Ellie* will email all relevant paperwork for the Fair and Summer Fete to Sam Young and give her access

to the Cloud database.

Nativity Costume Exchange - it was agreed that this would go ahead based on the success of the scheme last year. **Mrs Newell** will organise communication with parents. It will be held on a Wednesday afternoon, date to be confirmed when nativity roles are known.

Wraparound Care - Mr Watson advised that this was on the agenda for the next Governors' meeting, scheduled for early November. **Ellie** will advise parents via Facebook/email.

Star & Garter Fundraising - The Star & Garter selected the PTA as their charity of choice last year and committed to paying the PTA 25p for each Caesar salad purchased. **Nicola** has followed this up several times without success. She will continue to chase them and if necessary go direct to Peach Pubs.

Halloween - Mrs Reekie raised the subject of communicating the school's Halloween policy. It was agreed that the school should be responsible for any communication to parents.

Relationship with St Paul's Church - Kate LW asked if, in view of our relationship with them, we could contact St Paul's Church for help with book/cash donations for the new library. This was agreed to be a good idea and **Meg and Kate** will follow up with Caroline Castle.

Class Reps - David J requested, and it was agreed, that the need for class rep roles be reviewed next year, with a view to reinstating them if appropriate.

PTA Support at School Events - Julie H. offered PTA support at events such as the recent Reading Meetings. This support would likely be providing tea/coffee etc. Mrs Newell and Mr Watson welcomed this offer and **Mr Watson** will provide the PTA with a list of events.

Ellie thanked everyone for coming and closed the meeting at 8.55pm.