

Parsons Heath Parent Teacher and Friends Association Annual General Meeting

Thursday 27th September 2018

Present

Katie Furlong (KF)	Andrea MacAlister (AMc)
Sharon Olding (SAO)	Sarah Howe (SH)
Elaine Miles (EM)	Carl Jones (CG)
Natasha Welham (NW)	Jessica Glover (JG)

Agenda Item		Action
1. Apologies	Claire Newson, Mrs Furner	
2. Minutes of Last Annual General Meeting (20/09/17)	The minutes of the last meeting were agreed. Proposed: SH Seconded: EM	
3. Matters Arising	The PTFA Charity Status still needs to be sorted.	SAO
4. Chair's Report	SAO welcomed everyone to the meeting and explained that the current Chair (FH) resigned at the end of the summer term. We started the year with an Adult Clubercise class, followed swiftly by a xmas pop-up shop, non-uniform ay and Christmas Fair which was extremely successful, especially with the later start time of 4:00pm. We then had a break over the Christmas and New Year period and returned with renewed enthusiasm. The first event of the year was the EYFS/KS1/KS2 disco, which the children absolutely love, followed by the Annual Quiz Night – which always raises a laugh and competition amongst teams, especially if they happen to be staff teams! We finished the Spring term with an Easter Sweet Sale and returned in the Summer Term to a class bottle challenge. This got the children excited and wanting to beat each other as to which class could raise the most. Year 3 were successful in winning this challenge and their reward was a set of games for the class that will follow them up through the school. We then held our Ladies Pamper evening, where we enjoyed head massages, Reiki, foot spas, manicures and the chance to purchase some clothing, accessories and gifts. The Summer term finished with the Summer Fair, where the weather was very kind to us and the end of the year EYFS/KS1/KS2 discos. This is always an emotional time as it is the last event that the year 6 get involved with before they move onto their next stage in their lives. Through all these events, the money raised has been spent on items for the set-up of our own Forest School, the highly coveted gift of a class set glue sticks, a planetarium experience for the whole school, a visiting panto group at Christmas, Year 6 leavers mugs, PTFA Insurance, Lotteries Licence Fee, repairs to the play equipment (trim Trail) to name just a few! It was also agreed during this time that we would put money aside for playground markings for the next Academic Year. (2019-20). It just leaves me to say that none of this would be possible without the tireless efforts and hard-work of our small committee and the support of the parents and children at our events. If you know of anyone that would like to get involved, then please ask them along to the next committee meeting or point them in the direction of one of the officer, who can have a chat. Let's hope the next year proves just as successful.	SAO

5. Treasurers Report	EM handed out the figures for the last financial year 2018-2019 and highlighted successes of the year. (see attached separate figures). She finished by saying that a buffer of approx. £1000 was always left for any items that need paying ie: insurance, licences etc. and that the cost of the panto and planetarium are yet to be paid to the school.	SAO
6. Appointment of an Independent Examiner of Accounts for the year ending 31/08/2019	Mr Terry Gray who was our Independent Examiner last year is to be approached by EM to see if he is willing to continue this year.	EM
7. Election of Officers	Our current chair resigned at the end of the summer term due to her family moving schools. The meeting was informed that to run a PTFA there has to be minimum 3 officers (Chair, Treasurer and Secretary) and then a number of committee members. Discussion followed as to what the roles involved and nominations were asked from the members. Mrs Sara Howe and Ms Natasha Welham offered to take the role of Chair on as a joint role. Proposed: EM Seconded: AMc all agreed. SO offered to continue as Secretary. Proposed: NW Seconded: SH all agreed. EM offered to continue as Treasurer, with JG to shadow for a year with a view to take over next year when EMs child leaves Yr 6. Proposed: SH Seconded: NW all agreed. Committee members: The following committee members were voted on by the officers of the PTFA: AMc, JG, CJ	
8. AOB	The following are the staples of the PTFA events calendar: Non-uniform Day 29/11/2019 Xmas Fayre – 06/12/2019 Disco – 07/02/2020 Quiz – TBC The following suggestions were mentioned as ideas for future fundraising events: Clubercise – 22/11/19 NW to check if possible. Break the rules event - £1 per rule broken up to a max of £5. Bingo/Games Night straight after school. 25/10/2019 Sweet Stall end of every half term – float of £20 for 50p a bag. JG/EM to get sweets Second Hand Uniform – JG offer to take, sort and post on Facebook page.	NW JG/EM JG

	A recycling station – like the one being run by Tendring Primary School Association (see attached info) Soap box race at summer fair. Colour Run. Boot sale/Table Top sale. Car Wash. Other discussions: The shed needs to be cleared. SH to organise a date and time. SAO to speak to FH re: YSL (Your School Lottery) and getting info moved to school details. SAO to remove KF and FH off as admins on the Facebook page and add NW/SH. A suggestion was made about purchasing a Gazebo for future events. To be discussed at a future meeting.	SAO SH SAO SAO

Meeting closed at 19:45pm

Next meetings:

Day	Date	Time	Venue
Tuesday	12th November 2019	6:00pm	School Hall