

Parsons Heath Parent Teacher and Friends Association Annual General Meeting via Microsoft Teams

Thursday 23rd September 2021

Present

Jessica Glover (JG)	Dani Bisco (DB)
Sharon Olding (SAO)	Anna Blewett (AB)
Elaine Miles (EM)	Carl Jones (CG)
Natasha Welham (NW)	Katie Furlong (KF)
Claire Newson (CN)	Kimberley Ardin (KA)

Agenda Item		Action
1. Apologies	Mrs Stephanie Tew (ST), Mrs Andrea MacAlister (AMc) and Mrs Sarah Howe (SH)	
2. Minutes of Last Annual General Meeting (20/09/17)	The minutes of the last meeting were agreed. Proposed: EM Seconded: JG	
3. Matters Arising	The PTFA Charity Status still needs to be sorted.	AB
4. Chair's Report	JG welcomed everyone to the meeting, especially two new members (AB and KA). JG stated that the last year has been an odd and trying year due to the pandemic but, where possible, fundraising events were organised. Easy Fundraising and YSL (Your School Lottery) continued to run in the background keeping things ticking over and we were lucky enough to run a Christmas Card event and a good return of £92.10 was received from this. We also held a Break the Rules Day which raised £218.50, a sweet sale in March raised £51.50 and the Christmas Raffle brought in £417.50. Thanks was given to everyone who had supported and helped with these events and a big thank you was passed to SH for all her support and help on the PTFA over the last few years. All in all, we finished the year with a profit of £1038.16 was a remarkable amount considering the effect of the pandemic.	
5. Treasurers Report	The current balance in the account is £4671.48 and a reminder that a buffer of approx. £1000 was always left for any items that need paying ie: insurance, licences etc.	
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 joint Treasurers have stood down at the end of the summer term. The meeting was informed that to run a PTFA there must be minimum 3 officers (Chair, Treasurer and Secretary) and then a number of committee members. Nominations were asked from the members for any Officer Roles. JG offered to continue the role of Chair, there were no objections on. Proposed: CJ Seconded: EM all agreed. SAO stated that she would like to step down as Secretary. Information was given as to the role of the Secretary and AB/CJ have agreed to take this on between them. Proposed: JG Seconded: NW all agreed. KA has offered to take the Treasurer role on with guidance. Proposed: JG Seconded: EM all agreed.	

	Thanks was given to EM for all her support over the years. Vice Chair: NW has agreed to stand as Vice Chair Proposed: JG Seconded: CJ all agreed. Committee members: The following committee members were voted on by the officers of the PTFA: AMc, CN, SAO, CJ, KF, DB, ST	
8. AOB	New members to be added to the WhatsApp group by JG. AB to be added as admin to the PTFA Facebook page by KF. Discussion followed as to how, in the current climate, we were going to raise funds for the school. The following suggestions were listed: Start the year with a new PTFA Logo competition. CJ produced a poster that he had been working on and with a few minor amendments it's all good to go. CJ to send poster to SAO by 30.09.2021 so that it can be sent to families by end of the week. Closing date 15.10.21. EM to contact an ex-parent to see if she is willing to judge the entries. Through the discussion of the Logo competition the question was asked as to what the office name of the group was. SAO confirmed that it was FOPH (Friends of Parsons Heath). A proposal was put forward that the name be changed to Parsons Heath School PTFA, SAO to download the current Parentkind Model Constitution which all agreed to adopt and ensure that the name was correctly marked as Parsons Heath School PTFA. Break the Rules Day - 26/11/21 Discussion was had as to whether we can hold a live Christmas Fair and the decision made was to continue with virtual Santa and raffle this year and review in the new year. Virtual Father Christmas visit – 10/12/21. KF to ask FC if he is available for streaming into the classes. He will chat with each class, then his elf helper will deliver a sack of presents to each class for the children. Presents to be OK'd by CN. A lot of books have been donated and JG/NW will go through shed to see what is available in there. Wrapping paper will need to be sourced. Action to all to keep an eye out for bargains. Online Christmas Raffle – 10/12/21. Letters to be sent out asking for a donation to an online raffle. Preferably vouchers. AB to sort begging letters. KF to enquire about sponsors for Raffle tickets and 1st Prize. The children to design their own Christmas Cards either at home or as a whole class activity. CN stated that she would organise a whole school homework for this. Uniform Exchange – AB asked if this is something that she could take on with another parent. Discussion followed as to pros and cons from previous years, but all agreed to give another go if AB happy to take control of the whole process. School discos to resume in the new year – possibly Feb 22. CJ to come into school during half term to lay foundations for new shed. Gunge the Teacher – to be discussed at another meeting. KF to send to SAO possible grant opportunities.	JG KF CJ SAO EM SAO KF JG/NW ALL AB/KF CN AB CJ KF CN/SAO

	The questions was asked if the school had purchased the items that were approved from the wish list. CN explained to the group that they had not and the reasons why. After a long discussion it was agreed that the £1500 that was agreed for the original items should be held back and CN/SAO to come back to the next meeting with items that are now a priority.	
D.O.N.M	18:30pm on Wednesday 10 th November 21 at School	

Meeting closed at 20:20pm