

## **PTFA AGM**

### Meeting Minutes

*24<sup>th</sup> September 2014*

*Present:* Helen Rowland-Hill, Michelle Avory, Nick Budge, Paula Bax, Emma Crow, Angela O'Grady, Michelle Dennis, Lisa Adams

*Next Meeting:* Monday 13<sup>th</sup> October 2014, 6-7pm, Staff Room

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#### **I. Announcements**

Helen Rowland-Hill has decided to stand down as the PTFA Chairperson. Michelle Avory will also be standing down as the PTFA Treasurer as she will be leaving the school as a parent in July 2015. Michelle will remain as a PTFA member advising the new post holder.

Votes were taken for a new Chairperson, Treasurer and Secretary. Votes were counted and the new committee team will be:

Angela O'Grady – Chairperson  
Paula Bax – Treasurer  
Helen Rowland-Hill – Secretary

Next meeting date will be 13<sup>th</sup> October 2014. This meeting will be used to discuss the Halloween Disco and the Firework night event.

#### **II. Discussion**

**The Treasurer report** was communicated to the Group.

The Accounts for the year ending 30 June 2014 have now been finalized ready to be audited. They show great success for income throughout the year, with all the events providing much needed funds for the children. The closing bank balance for 30 June 2014 was £1660.78, showing an expenditure of £9049.69. The PTFA donated a massive £5000.00 to the school fund paying towards the outside classroom. Without this contribution the children would not have had such a fabulous area to work. Other donations included £450.00 for the Drama Club to make much needed purchases, Easter Eggs for every child costing £324.00, £200.00 for the Cookery Club to purchase much needed cookware and of course our regular donations for the Christmas Pantomime for KS2 and the Magic Man for year R.

The donations made this year were funded by the great success of the PTFA events from the last financial year and this financial year.

#### **Unaudited figures are as follows:**

Income: £5698.52  
Expenditure: £9049.69  
Final Bank Balance: £1690.78

#### **Reconciliation:**

Opening Balance 01/07/2013 - £5041.95  
Income: £5698.52  
Expenditure: (£9049.69)  
**Closing Balance: £1690.78**

The Group discussed that the number of people (members) that come to each PTFA meeting is very low. The group discussed new ways to get new members involved. Nick Budge mentioned that the school is investigating bringing in a new parent communication role for each school class. This parent will act as an additional communicator to parents for every issues and messages that can sometimes be overlooked. This volunteer could also act as a person that would represent the PTFA in each class. **NB to investigate this idea further.**

#### **Future Events were discussed.**

**Halloween Disco – 24<sup>th</sup> October.** A KS1 (excluding year R) disco 4:30pm – 5:30pm and KS2 5:45pm – 7:15pm. Tickets will be sold on a stand outside year 6. Tickets will cost £3 each. A ticket will be issued to each child. Each child will need to bring their ticket with them to the disco. **AOG to man the stand selling tickets with year 6 children**

**Non School uniform for the whole school. £1 donation to be given to the PTFA via the school. – NB to confirm this and date.**

**Firework Night – 7<sup>th</sup> November (Time to be confirmed).** This will be a community event again this year with Chilton Lane residents allowed in free (with a flyer to be posted through their door). This event will need to be promoted using flyers, banner (stored in Mr Mitchell's storeroom), Facebook and in the school newsletter. This is a very costly community event so this event need to be promoted. Security will be needed – **HRH to ask Mr Wakfield if he can organise security again this year.**

**Radios and High Viz jackets are needed for this event. Miss Johnson usually provides these – AOG to confirm these**

HRH to confirm the date of the Fireworks with Viking Fireworks – Date Confirmed for 7<sup>th</sup> Nov by HRH

**Movie Night will be on Thursday 11<sup>th</sup> December.** A DVD, Popcorn, sweets and squash will need to be purchased – **AOG to organise and responsibilities within the Group.**

**Father Christmas event** – to be discussed at a further meeting

**Valentine Disco – 13<sup>th</sup> February 2015.** This event to be discussed in 2015

**Bingo Evening – March 2015.** Date to be confirmed.

**Quiz Night – May 2015,** Date to be confirmed.

**Summer Fayre – 4<sup>th</sup> July 2015** – Details to follow in 2015 meetings