

Abbey Grange Church of England Academy

PTA Annual General Meeting

Monday 24<sup>th</sup> April, 2017 at 7.30pm

| <u>Ref</u> | <u>Notes</u>   | <u>Actions</u>   |
|------------|--|--|
| 1          | <p><b>Present:</b> Mandy Bell (Chair), Tonia Cranston, Sarah Devlin, Sarah Loughman, Janet Bove, , Marion Kemp, Lynda Walker, Karen Simkins, Stephanie Cassidy, Jon Norden (Principal/Head of School).</p> <p><b>Apologies:</b> None received.</p>   |  |
| 2          | <p><b>Welcome :</b> Mandy Bell opened the meeting , introduced Jon Norden (Principal/Head of School) and welcomed all present. Jon Norden acknowledged all the hard work the PTA members had contributed over the last year, including the provision of refreshments at parents evenings; the Winter Fayre ; organising and selling second hand uniform; the Spring Raffle; and the 100 Club. These funds, that had been generously raised, really help the school, particularly when funding comes under pressure.</p>  |  |
| 3          | <p><b>Election of Officers</b></p> <ul style="list-style-type: none"><li>• <b>Chair-</b> As there were no offers to become the new chair, as Mandy Bell has now had to resign, due to other commitments, the chair will revert to the current <b>Vice Chair</b> (Marion Kemp), with Sarah Devlin to take on the role of Vice Chair as a temporary role. Agreed but agreed to discuss at the next PTA meeting on 6 June 2017.</li><li>• <b>Treasurer- Sarah Devlin</b> put her name forward to take on this role, seconded by Karen Simpkins, members agreed and the vote was carried.</li><li>• <b>Secretary – Sarah Loughman</b> put her name forward to take on this role, seconded by Mandy Bell, members agreed and the vote was carried.</li><li>• <b>Uniform Coordinator- Janet Bove</b> put her name forward to take on this role, seconded by Sarah Devlin, members agreed and the vote was carried.</li><li>• <b>Catering Coordinator – Karen Simkins</b> agreed to continue in this role, seconded by Tonia Cranston, members agreed and the vote was carried.</li><li>• <b>Winter Fair Coordinator- Steph Cassidy</b> put her name forward to continue in this role, seconded by Marion Kemp, members agreed and the vote was carried.</li><li>• <b>100 Club &amp; Raffle Organiser – Sarah Devlin (100 Club) &amp; Sarah Loughman (Raffle Organiser)</b> have agreed to continue with these posts, seconded by Tonia Cranston, members agreed and the vote was carried.</li><li>• <b>Notice Board &amp; Website Coordinator – Marion Kemp</b> put her name forward for this role, seconded by Sarah Devlin, members agreed and the vote was carried.</li></ul> | <p><b>Discussion around role of Chair at next PTA meeting. SL to put on agenda for next meeting</b></p> <p><b>Need to discuss how to engage new parents in the PTA at the start of the new academic year. SL to put on agenda for next meeting</b></p> |

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| 4.                                | <p><b>Treasurers Update/ Brief fundraising over the last 12 Months</b><br/>Sarah Devlin circulated the PTA Annual Accounts for 1 April 2016 to 31 March 2017 and stated that the closing balance was £3,445.36.</p> <p>The key income streams over the year were as follows:</p> <ul style="list-style-type: none"> <li>• Refreshments £117.45</li> <li>• 100 Club £876.25</li> <li>• Winter Fayre £2,920.72</li> <li>• Uniform £77.00</li> </ul> <p>It should be noted that approximately £2,000 has also been raised via the Cooperative Local Community Fund for the school. This funding will be added to the PTA funds in due course.</p> <p>No further requests for funding received as yet.</p>             |   |
| 5.                                | <p><b>Decision on Frequency/Days of future meetings</b><br/>Members agreed to keep same days and times of meetings.</p>  |   |
| <b>LEADING INTO GENERAL ITEMS</b> |  |   |
| 6.                                | <p><b>Minutes of last meeting (20 March 2017) and Matters Arising</b></p> <p>Mandy Bell reported that there would be no General Synod event at the school on June 10 2017, and therefore the PTA would not now have to provide refreshments at this event.</p>   | Minutes agreed  |
| 7.                                | <p><b>100 Club Draw:</b> The winning numbers drawn were 73 and 67.</p>   | Sarah Devlin to inform winners  |
| 8.                                | <p><b>Spring Raffle – feedback</b></p> <p>Sarah Loughman reported that there would be 4 prizes:</p> <ul style="list-style-type: none"> <li>• £50 cash prize</li> <li>• Triathlon Hamper</li> <li>• Yorkshire Hamper</li> <li>• Summer Suitcase Hamper (provided by staff)</li> </ul> <p>The raffle tickets went on sale via parent pay on 19 April and the raffle will close on 18 May. Sarah Loughman to send photos of the hampers to Marion Kemp to put on the school website and put on the school twitter account. Sarah Loughman to liaise with Tracey Wood in the School Office re the draw of the raffle (either via an app or using tickets) and also to text a reminder to parents in the last week.</p> | <p><b>Sarah Loughman to send photos of the hampers to Marion Kemp to put on the school website and put on the school twitter account. Sarah Loughman to liaise with Tracey Wood in the School Office re the draw of the raffle and also to text a reminder to parents in the last week.</b></p> |
| 11.                               | <p><b>Refreshments</b><br/>Karen Simpkins to ask for volunteers for next round of parents evenings, including New Parents Evening. A suggestion box will also be available at the refreshments table and second hand uniform (mainly summer polo shirts) will be one sale as well.</p>   | <p><b>Karen Simpkins to organise rota.</b></p> <p><b>Sarah Devlin to bank refreshment</b></p>   |

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|     |  | <b>funds</b>   |
| 12. | <b>Volunteers for uniform sale</b><br>Sarah/Tonia/Janet.                 | <b>Needs to be sold at all parents evenings, with correct and consistent pricing</b> |
| 13  | <b>Any other Business – None.</b>  |  |
| 14  | <b>Date / Time of Next Meeting :</b><br>Monday, 6 June 2017, at 7.30 pm. |  |