

Five Ways Primary School PTFA

ANNUAL GENERAL MEETING

Tuesday 6th October 2015

Present – Mrs Mander (PTFA President), Helen Phillips, Nell Pursehouse, Emma Wedge, Leanne Tolley, Cher Farmer, Gill Wilkes, Kate Phillips, Hollie Horton, Kirsty Guest, Sarah Edgar, Kerrie Tranter

Actions are in **BOLD**

1. Apologies

Annette Read, Neil Dalby, Hayley Maiden, Michaela Kerr, Jo Burton

2. Minutes of the Annual General Meeting 2013-2014

The Minutes of the AGM held on 7th October 2014 were accepted by all as a true and accurate record.

3. Matters Arising from the Minutes

Item 5 – Uniform - it was stated in the Minutes from the last AGM that it was agreed that Michaela Kerr was to notify Uniforms Plus that they were no longer our 'preferred' supplier for Five Ways uniform and that we would be using Crested School Wear as our 'preferred' supplier for the uniform ordering service. Helen Phillips informed us that this had not been done as we have been waiting for outstanding invoices from Uniforms Plus. Furthermore, given the problems we have encountered during the year with the new supplier, a decision was taken to put on hold and fully review the uniform supply going forward. We are now looking in to the option of keeping Uniforms Plus as an approved supplier with the possibility of trying a new supplier, A&J Designs as our second 'approved' supplier. It is likely that parents in future will buy uniform directly from the suppliers.

4. Chair's Report for 2014/2015 – Helen Phillips

Helen Phillips presented her report, covering PTFA activity during the past year. See report attached.

5. Treasurer's Report & Presentation of the Accounts for the year ending 31st August 2015 – Kerrie Tranter

See report attached.

ACTIONS –

Cher Farmer asked if it was possible to look into the option of purchasing covers for the outdoor gym equipment which was purchased by the PTFA to ensure the safety of the children during the times that this equipment should not be used. Mrs Mander advised that this is something that would be looked into by school. **Action: RM**

It has also been agreed listening to the feedback from last year's Christmas parties that we would now be looking into the option of purchasing extra Christmas presents to be given to years 3 and 4.

Kerrie Tranter also advised that there are still some invoices from Uniforms Plus that are still unpaid since May 2014. This is due to Kerrie still awaiting the invoices from Uniforms Plus. However Kerrie has advised that there should be enough funds in the 'uniform account' to cover any outstanding invoices that need to be paid, therefore this should not affect the final profit figure reported for the year.

Kerrie Tranter is also putting together a form which she would like filled in with any money handed in to her so that she is aware what is contained in the envelope and she will then be able to process these sheets in a more uniform way ensuring that the accounts paperwork can be kept 'tidy'. **Action: Kerrie**

6. Appointment of an Independent Examiner of Accounts for the year ending 31st August 2015

Helen Phillips has confirmed that Claire Crabb who is an accountant for a firm in Cannock is happy to examine the Accounts for the year ending 31st August 2015 and is appropriately qualified to do this. **Action: Kerrie** to provide appropriate files to HP to pass on to Claire.

7. Election of Officers and Trustees of the Committee

The current Officers stood down and Mrs Mander as President of the Association took the Chair. She thanked all members of the PTFA for their hard work and support during the year and Helen for her hard work as Chairperson for the past year. She also thanked Kerrie for her detailed financial report and excellent management of the PTFA finances during the year. Mrs Mander read out the nominations and the new Committee for 2015-16 were voted in by majority as follows:-

| Officer | Nominee | Proposer | Secunder |
|-------------------------|-----------------------|-----------------|--------------------|
| Chairperson | Helen Phillips | Annette Read | Emma Wedge |
| Vice Chairperson | Sarah Edgar | Helen Phillips | Emma Wedge |
| Secretary | Neil Dalby | Michelle Dalby | Helen Phillips |
| Treasurer | Kerrie Tranter | Roger Tranter | Simon Phillips |
| Ordinary Member | Annette Read | Helen Phillips | Leigh-Anne Mills |
| Ordinary Member | Emma Wedge | Kirsty Guest | Sarah Edgar |
| Ordinary Member | Kirsty Guest | Helen Phillips | Alison Bhageerutty |

8. Any other Business

- **Helen Phillips** took back the Chair and thanked everyone for their votes and support. She thanked the outgoing Ordinary Members, Michaela Kerr,

Leanne Tolley and Leigh-Anne Mills for their work on Committee last year and hoped that they would continue as active members of the PTFA.

- **Hollie Horton** confirmed she would be happy to take over managing the website and Notice boards as our Marketing Co-ordinator.
- **Kirsty Guest** is happy to take over managing the Newsletter and will also liaise with Neil Dalby regarding the taking of minutes for any meeting he is unable to attend.
- **Helen and Sarah** will continue regular update meetings with Mrs Mander (one week prior to PTFA meetings)
- **Neil Dalby** to email all contacts and post on Facebook about the newly elected committee members.
- **Kirsty Guest** to prepare Newsletter and include update on newly elected committee members.
- **Mrs Mander** to communicate newly elected committee members in the next weekly Newsletter.
- **Helen Phillips** to notify both PTA UK and Charity Commission of newly elected members of the committee.
- It has been agreed by all that every other meeting will be held at an external venue to ensure that all committee members are able to attend every other meeting. This has been agreed by Mrs Mander. **Helen Phillips and Sarah Edgar** to relay any information to Mrs Mander from the external meeting as required due to staff representatives being absent.
- **Draft school 'Wish List'**- initial thoughts subject to agreement with the Senior Leadership Team and meeting scheduled for 9th October 2015. Hopefully soon after we can have a prioritised 'Wish List' that we can work towards:-

Bookmark Prizes – top up required for Reception (including Nursery) and Year 1 – requested **£100 per year group (£200 in total)**

Enrichment Days x3 – School have advised that they do not have money in budget to run the enrichment days and are requesting **£200 per year group, total of £4,800** for all enrichment days for the year

Autumn:- Career/Lifestyle
Spring:- World Book Day
Summer:- International Day

Playground Enhancement – this would include playground markings, shaded areas, seating etc.

Interactive White Board – to be used in the Music Room - **quoted to cost £3,500**

Library Books – although further down the priority list this would enable the school to purchase more books for the library. Currently school has a service level agreement to loan from the library service.

Multi Media for Key Stage 1 – Mrs Mander feels this may be lower on the priority list, although still worthwhile and beneficial.

- **Wi-fi Key Stage 1** – Mrs Mander is currently looking into the potential of purchasing towers to go with the IPad's that have already been purchased rather than having WIFI installed as this may be a cheaper solution.
- **Shade Canopies and Weather Covers** – these would be situated in the Early Years play areas to allow them to access the garden/outdoor areas in all weathers.
- **Funding for Team Sports Kits** – as agreed previously the PTFA will provide 50% funding towards the school's team sports kit. Mrs Mander has informed us that a decision on the type of sports kit that would be required has now been made and that Wendy will be informing Kerrie Tranter as to the total cost and date of when the money needs to be paid to school.
- **Store cupboard** to be sorted to ensure that all stock is date checked and used for our forthcoming events before fresh is purchased. **Action: Sarah E to arrange date and helpers**
- **Parents/Friends Skills Plea** - it has been decided that to make the most of friends/relatives/parents/neighbours and local businesses of the school we are going to ask in Newsletters/Facebook Page if anyone feels that they have any skills that they feel may help/support us.
- **Action: Leanne Tolley & Cher Farmer** – agreed to research the possibility of writing proposals to help us obtain donations/help from local businesses with regards to playground marks etc. Also to approach local businesses to see if they feel they would be able to provide any help/support.
- **Producing an Advertising Booklet - Leanne Tolley** has offered to look into the possibility of producing an advertising booklet to allow local businesses to purchase advertising space.
- **Bag2School – (16th November)**-I Bags will be delivered week commencing 19th October and **Kirsty Guest** has offered to sort these into classes to ensure that they will be sent out before half term. Kirsty Guest to arrange school office to send out a text reminder to parents of the collection date.
- **Xmas Cards** - all designed cards have gone to the printers and are being processed. Just awaiting the proofs to be returned to school. Once these arrive into school and orders from parents have been received back in, Sarah Edgar has volunteered to collate the orders to the online system – more volunteers will be needed to help support Sarah. **Action: Sarah to arrange helpers**
- **Family Film Night (10th November)** - begin to advertise to Years 1 – 4. Film to be decided. **Action: Helen to prepare flyer and posters**
- **Bingo Night 4th December** – donations of chocolate received from the Non-Uniform Day (22nd October). Volunteers needed to collect donations from the classes on donation day. Flyers to go out and sale date for tickets TBC. Julie has confirmed that she is happy to volunteer to cater for Bingo Night and will prepare ham and cheese cobs. **Action: Helen to prepare flyer and posters**
- **PTFA Newsletter** – Has been agreed to go out before half term. **Action: Kirsty**

9. Date of Next Meeting

Tuesday 10th November 2015 @ 7.15pm in the KS1 Staff Room