



## Five Ways Primary School PTFA

### ANNUAL GENERAL MEETING

Tuesday 7<sup>th</sup> October 2014

**Present** – Mrs Walsh (PTFA President), Leigh-Anne Mills, Annette Read, Sally Tolley, Kirsty Guest, Hollie Horton, Helen Phillips, Nell Pursehouse, Michaela Kerr, Sarah Sprason, Kerrie Tranter, Sarah Edgar, Emma Wedge, Neil Dalby

Actions are in **BOLD**

1. **Apologies**

Jo Burton

2. **Minutes of the Annual General Meeting 2013-14**

The Minutes of the AGM held on 8<sup>th</sup> October 2013 were accepted by all

3. **Matters Arising from the Minutes**

**3.1 Minutes of the Extra-ordinary Meeting held on 6<sup>th</sup> May 2014**

The date stated as August 2012 under Agenda item 2 should read August 2013. The Minutes were then accepted.

**3.2 Signing off the Accounts for the year ending 31<sup>st</sup> August 2013**

The 2012/13 accounts have now been independently verified by Claire Crabb, friend of Clare Gleeson and the file containing bank statements etc has been returned. **Sarah S** agreed to prepare and submit the Charity Commission return, which has missed the 30<sup>th</sup> June deadline. Nell, Sarah S and Helen P commented on the length of time it had taken to get the independent examination finalised, the delay being down to the auditor having to chase various missing documents and statements due to the incomplete accounts handed over by Scott Saunders, the previous Treasurer.

4. **Chair's Report for 2013/14 – Helen Pursehouse**

See attached report

5. **Treasurer's Report & Presentation of the Accounts for the year ending 31<sup>st</sup> August 2014 – Sarah Sprason**

See attached report

**ACTIONS** – **Sarah** warned that there could be £4,500 worth of uniform costs not currently accounted for but she would need to consult the 2012/13 accounts now that

they are back from the auditor, to clarify whether they would need to come out of this year's accounts. This would affect the year end figure given in her report.

Due to the problems encountered with Uniforms Plus this year and the consistent delay in receiving invoices, statements despite numerous requests, it was agreed that we would no longer use Uniforms Plus for the PTFA uniform ordering service, nor for the Leavers T-Shirts. **Michaela Kerr** agreed to write to Uniforms Plus once the PTFA is in possession of the awaited balancing cheque, to officially request outstanding invoices and statements in order for the Treasurer to be able to complete the final accounts. A letter to be sent confirming that the PTFA will use Crested School Wear as our 'preferred' supplier for all Five Ways uniform and related accessories (book bags etc). Parents who wish to do so may continue buying uniform from Uniforms Plus.

Now that we have the new CAF (Charities Aid Foundation) Bank accounts set up (as recommended through PTA-UK), all agreed that the current HSBC bank accounts can be closed and **Sarah S** to take immediate action.

**Helen Phillips** to ask Wendy in the office about claiming on the school insurance for the missing gazebos. New possible storage location and how they are to be used was discussed. **Mrs Walsh** to speak to Mrs Sawyer to ensure that Early Years do not use the Gazebos for shade in the summer as they are not designed to be left out in poor weather. The PTFA are happy however for the gazebos to be used for Sports Days but expect them to be packed away and left in the good condition they found them and placed back in the Caretakers Cupboard. KT suggested the gazebos should be marked 'property of Five Ways PTFA' with a permanent marker.

#### 6. **Appointment of an Independent Examiner of Accounts for the year ending 31<sup>st</sup> August 2014**

Sarah Sprason confirmed that her work colleague from Lichfield District Council, Graham Keetley is happy to examine the Accounts for the year ending 31<sup>st</sup> August 2014 and is appropriately qualified to do this.

#### 7. **Election of Officers and Trustees of the Committee**

The current Officers stood down and Mrs Walsh 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 Nell for her hard work as a dedicated member of the PTFA for six years and Chairperson for the past two years. She also thanked Sarah for her detailed financial report and excellent management of the PTFA finances during the year.

<b>Officer</b>	<b>Nominee</b>	<b>Proposer</b>	<b>Seconder</b>
<b>Chairperson</b>	<b>Helen Phillips</b>	Jo Sedgley	Emma Wedge
<b>Vice Chairperson</b>	<b>Sarah Edgar</b>	Helen Phillips	Sarah Sprason
<b>Secretary</b>	<b>Neil Dalby</b>	Michelle Hitchen	Kerrie Tranter
<b>Treasurer</b>	<b>Kerrie Tranter</b>	Helen Phillips	Roger Tranter
<b>Uniform Coordinator</b>	<b>Michaela Kerr</b>	Nell Pursehouse	Helen Phillips
<b>Ordinary Member</b>	<b>Leigh-Anne Mills</b>	Helen Phillips	Neil Dalby
<b>Ordinary Member</b>	<b>Sarah Sprason</b>	Nell Pursehouse	Helen Phillips
<b>Ordinary Member</b>	<b>Leanne Tolley</b>	Sarah Edgar	Emma Wedge

## 8. Any other Business

- Helen Phillips (as the new Chairperson) thanked both Nell Pursehouse and Sarah Sprason for their hard work and commitment over the last year. Both were presented with flowers.
- **Nell Pursehouse** is happy to take over the PTFA Newsletter and manage the PTFA website pages going forward
- **Helen and Sarah** to agree regular meetings with Mrs Mander (one week prior to PTFA meetings)
- When Academy are in school to take photographs next, it was requested that all committee members should have their pictures taken for inclusion in the Newsletter and PTFA Notice Board (**Mrs Walsh** to confirm Academy are willing to do this and advise date)
- **Helen Phillips** to send Kerrie Tranter the PTFA Drop Box details to allow access
- **Neil Dalby** to email all contacts and post on Facebook about the newly elected committee members
- **Mrs Walsh** to communicate new PTFA committee in her next Weekly letter
- **Sarah Sprason/Kerrie Tranter** to update bank account signatories (x3 committee only)
- **Sarah Sprason** to submit both 2012/13 and 2013/14 annual returns to the Charity commission and at the same time notify the Charity Commission of the newly elected Committee Members
- **Helen Phillips** to notify PTA UK of the new Committee
- This year's fundraising target agreed to be set at £10,000.00 and the thermometer banner would be clearly displayed on the side window of the school office
- **Decisions on School 'Wish List'** – all agreed for the following funds would be made available to school with immediate effect:-
  - **iPads £5,000** – to fund a set of 15 iPads with trolley
  - **Interactive Whiteboard - up to £5,000** for the music room
  - **Curriculum Grant £3,900** to support 13 curriculum areas @ £300 each (includes PE and Early Years)

Decisions on funding other items of the list could not be taken until the final accounts have been produced by Sarah and we know exactly how much we have left to donate to school. Outstanding items on the 'wish list' include:-

- **PHSE resources** (Personal, Health & Social Education)
- **Wi-Fi** – all agreed that we should support the request for Wi-Fi for the KS1 area but would agree the exact amount once more is known about which route should be taken i.e. towers vs. full Wi-Fi (£7k). **Sarah E** offered to review the quote received by school.
- **Neil Dalby** to price up a new (all weather) notice board for the PTFA to replace current one which is broken. Mrs Walsh would prefer a similar replacement (albeit it larger) rather than a free-standing one
- **Helen Phillips/Sarah Edgar** to arrange the display and alteration of the fundraising 'thermometer' to display current PTFA fundraising total
- **Bag2School** (20<sup>th</sup>/21<sup>st</sup> Oct) – thanks to Kirsty for sorting the bags into class numbers. Bags will be sent out on Friday 10<sup>th</sup> October. **Mrs Walsh** to arrange Yr6 helpers for moving the donated bags on the collection days. **Mrs Mander** to arrange the displaying of the posters. No further PTFA volunteers needed. Bags will be dropped off at the front office on both days (**NOT** the swimming pool)
- **Xmas cards** – All designed cards have gone to the printers and are being processed. Should be back for week commencing 13<sup>th</sup> October. **Mrs Walsh** to remind all parents on Friday 7<sup>th</sup> November that the order and payment deadline is Monday 10<sup>th</sup> November.

There will be NO extension. **Sarah Edgar, Emma Wedge and Helen Phillips** to input orders on the online system.

- **Bingo Night** (5<sup>th</sup> Dec) – the flyer has been approved, as has the non-uniform donation day for chocolate donations (23<sup>rd</sup> October). **Michaela Kerr** agreed to collect donations from classes on donation day. Flyers to go out and tickets on sale 17<sup>th</sup> October. Money will be collected by **Nell Pursehouse**.
- **PTFA newsletter** – has been agreed and will go out 17<sup>th</sup> October
- **Christmas Parties** – **Michaela Kerr** to lead – request for the parties to be moved back to Thursday as the disco lady is not available on the Wednesday. **Mrs Walsh** to consider and reply to Michaela.
- **Xmas Presents** – Michaela offered a solution to sorting the children's Christmas presents this year. It was agreed that gender specific pre-wrapped presents will save both time and effort. **Michaela Kerr** agreed to source.

## 9. Date of Next Meeting

Tuesday 11<sup>th</sup> November @ 7.30pm in the KS1 staffroom