



Five Ways Primary School PTFA

ANNUAL GENERAL MEETING

Tuesday 8th October 2013 at 7.00pm

Present:

Helen Pursehouse	Helen Phillips	Scott Saunders	Leigh-Anne Mills
Neil Darby	Sarah Sprason	Kerry Tranter	Rosemarie Green
Andrea Batey	Corrine Partlett	Sara Edgar	Michelle Walsh

Apologies:

Angela Madge	Sally Youll	Emma Wedge	Michaela Kerr
Carolyn Griffiths	Jo Burton	Lyn Andersen	

1. Minutes of the Annual General Meeting 2012/13

The minutes of the AGM held on 2nd October 2012 were unfortunately not available at the meeting but will be approved at the forthcoming Extraordinary Meeting planned for a few weeks time (see reference below under agenda item no 4).

2. Matters Arising from Minutes

Please see note above.

3. Chairs Report for 2012/13

Helen Pursehouse presented the Chair's report (please see attached Annex 1).

4. Treasurer's Report Ending 31st August 2013

Scott Saunders confirmed that the final figures for the year ending 31st August 2013 were yet to be finalised (in particular uniform sales as information was still being chased from Uniforms Plus) and was therefore unable to present the Treasurer's Report. However it was agreed at the AGM that an Extraordinary Meeting would be called in order to present the finalised accounts as soon as possible. Scott Saunders agreed to meet with Nell, Helen, Sarah and Neil to finalise the accounts ready for the EGM. Ideally, this meeting would be before the date of the next planned meeting in November. He also confirmed that as part of our constitution, the PTFA have to hold £1,500 in its bank account at all times.

Scott confirmed that from last year (2011/12), £4,500 had been presented to school for the purchase of iPads, and another £4,500 had been pledged for outdoor 'gym style' equipment for when the new building had been finalised. A further £1,000 had been pledged for the school to be able to purchase additional play equipment that the pupils could use immediately.

During the year, the PTFA had bought a number of extra-ordinary items including 15 pop-up gazebos for the summer fayre and sports days, ties for the school choir and mugs for hot drinks at events. The PTFA also funded the purchase of autograph books for the Year 6 leavers.

During the year, the PTFA had introduced a number of new events and activities, some which had been very successful and made a profit; others had not made a profit but had broken even and were equally as enjoyable for those that attended.

5. Appointment of an Independent Examiner of Accounts for the year ending 31st August 2013.

Helen Pursehouse confirmed that an independent examiner of the accounts had been recommended by school, and that she would shortly be making contact with them in order to make the necessary arrangements and to confirm the costs incurred to the PTFA. An independent examination of our accounts is a requirement set down by the Charity Commission.

6. Election of Officers & Trustees of the Committee

The current officers stood down and the chair was taken over by Mrs Walsh as President of the Association. Mrs Walsh thanked all members of the PTFA for their hard work and support during the school year, and referred to comments from the Chairperson's Report to confirm that the iPads had been purchased and that the children were enjoying using them. She also confirmed that the money has been put aside for the 'gym style' equipment. Mrs Walsh confirmed that very lengthy discussions had taken place with the full governing body regarding the proposal for the PTFA to have a Face Book page, and also the provision of alcoholic drinks at PTFA events held on site at school. The Governors had agreed to a Face book page but had not agreed to a licensed bar at events on this occasion.

The Election of the Officers and Trustees proceeded and the results were as follows:

Officer	Nominee	Proposer	Seconder
Chairperson	Helen Pursehouse	Helen Phillips	Sarah Sprason
Vice Chairperson	Helen Phillips	Jo Burton	Sarah Sprason
Secretary	Neil Dalby	Sarah Sprason	Michelle Walsh
Treasurer	Sarah Sprason	Helen Phillips	Jo Burton
Uniform Coordinator	Michaela Kerr	Helen Pursehouse	Leigh-Anne Mills
Ordinary Member	Scott Saunders	Neil Dalby	Sarah Sprason
Ordinary Member	Leigh-Anne Mills	Sarah Sprason	Scott Saunders

7. Any Other Business

Thanks went to Andrea Batey and Corrine Partlett for their help on Bag2School days. The final amount raised was not known at the meeting, however, Helen Pursehouse confirmed that she would let parents know as soon as she could. It was discussed that parents may like to know how much each event has raised and that a text message would be useful. This was agreed.

The dates for forthcoming meetings were confirmed and a PTFA events calendar was discussed and although some dates are still to be confirmed the majority now are in place and PTFA members were invited to get involved in the events as much as possible, ideally a lead/champion to be agreed for each event.

Some discussion took place around the sale of the Phoenix Cards alongside the children's

own Christmas card designs. It was decided that as Phoenix offer not only Christmas cards, but wrapping paper, advent cards etc that the two events wouldn't impact upon each other.

Discussion around the prizes for the Bingo Night took place, and due to the limited number of families that can join us on the night (due to room capacity and health and safety numbers), it was felt that perhaps a one off small prize could be offered to each year group, where one child's name was drawn from the hat in that year assembly. Everyone agreed that this would be a good idea.

9. Date of next meeting

Tuesday 12th November 2013 at 7pm in KS1 Staff room.

Chairperson's Report 2012/13

Annual General Meeting – 8th October 2013

Thank you for attending our AGM.

Last year (21012/13) was both an exciting and successful year for the PTFA. We continued to have the support of the teaching staff, parents and pupils in attending the events and participating in activities. Equally as importantly, the time and dedication shown by all of the active PTFA members was immeasurable – a big thank you to everyone.

WHAT WAS ACHIEVED

During the year we continued to develop the PTFA webpage which we have continued to see is increasingly being used by parents, and possibly prospective parents – many thanks to the IT support team, and Helen Phillips who has continually kept the pages up to date.

We also saw a number of parents and new parents to the PTFA, who were willing and able to take the lead on some of our activities and to put forward new ideas for having fun and raising the much needed funds for school. Having someone to lead an activity from start to finish (this doesn't mean has to 'go it alone') was a huge help, and enabled the larger team to concentrate on our new ideas and activities. Going forward, this is something I think we should continue to develop to share the experience and expertise!

Special thanks for leading events go to Helen Phillips for the Pamper Evening, the Bingo Nights, Jo Burton for being the Bingo Caller & Summer Fayre Announcer, Sarah Parton for the Disney on Ice, German Market trips, and the Quiz Night, Michaela Kerr for the Christmas and End of Year Parties, Angie Madge for the Easter Egg Hunt and 'behind the scenes' organisation, Sarah Sprason our School Uniform Coordinator, and Sally Youll for the newsletter and Summer Fayre programmes.

Of course, we continue to have the 'old faithful' who 'just turn up on the day'. We rely so heavily on their skills, knowledge and ability to 'just get stuck in', - again many thanks to everyone. Special mention here also to Rob Ryder, the Scouts Team, and Kerry Goodyear. As always, the PTFA has a few active members, and we hope to increase the number of parents/carers to the PTFA – as we know a little help from everyone goes a long

way. All I can say is please encourage friends to join the PTFA –or to volunteer at events/activities if they're not available to attend meetings.

I'd like to thank the school and Governors for considering our new ideas – some agreed, some not for fundraising. The two main areas being:

- Agreement for us to develop a Face book Page (to advertise events etc only).
- Decline to allow us to serve alcohol at events held at school – although we are able to table this idea in the future for further consideration.

ACTIVITIES THAT HAVE TAKEN PLACE

- Christmas Bingo Night – **NEW & SOLD OUT!**

- Disney on Ice Trip – **NEW & HAD TO ORDER ANOTHER COACH!**
- Trip to the German Market in Birmingham - **NEW**
- Easter Egg Hunt
- Easter Bingo Night – **SOLD OUT!**
- Pamper Night – **NEW**
- Summer Fayre
- School Leaver T-shirts – **NEW & HUGE SUCCESS**
- Autograph Books for Year 6 Leavers

OTHER FUNDRAISING EVENTS

- Bag2School Collections
- Five Ways Shopper Bags (self-portraits by the children)
- Christmas cards designed by children
- Summer Plant Sales
- School photographs
- Christmas & End of Year Parties

HOW THE FUNDS HAVE BEEN SPENT

Scott will follow with the Treasurers report, however during the year we have been able to support school with the purchase of:

- Ties for the School Choir
- Gazebos for the Summer Fayre and Sports Days (and other days as necessary)
- Additional £1,000 for playground equipment to be bought ASAP.
- Christmas gifts for the children
- New popcorn machine!

THE FUTURE

The PTFA will continue to support the school by raising funds for items identified by the staff, parents and children. We look forward to receiving the requests for us to consider. We will always need the help and support from governors, teachers and friends and invite anyone to join us at the meetings and events.

We will continue to encourage new ideas for fundraising and hope everyone will give the ideas full consideration so that we can move forward with them and increase the fun (and fundraising) our children have during their time at Five Ways.

I'd ask everyone to talk to their friends and family about what we do, and encourage as many people as possible to become involved.

I would like to take the opportunity to thank all Committee Members – Helen (right hand lady, without so much wouldn't be done) Scott, Angie, Sarah, Jo – thanks for being there! Sadly, both Scott and Angie are standing down from their committee posts due to outside commitments, but will still be around to help with activities etc. I'd like to thank them for all the help and support they've shown and to ask them not to be strangers to the PTFA!

Helen Pursehouse (Neill)
Chairperson