



**Minutes of the PTFA Annual General Meeting (AGM) held on
2nd October 2012 at 7:30pm KS1 Staff Room**

Present:

Mrs Walsh	Kerry Goodyear	Helen Pursehouse	Angela Madge
Helen Phillips	Zoe Hopwood	Michael Keeney	Waraporn Keeney
Keely Evans	Lauren Egginton	Zoe Platt	Sarah Parton
Sue Grimsley	Sonia Turley	Jo Burton	Emma Owen
Claire Gleeson			

Apologies:

Scott Saunders	Victoria Rimmer	Sarah Sprason	Rob Ryder
Carolyn Griffiths			

Welcome

Kerry welcomed all of the members to the AGM both new and old and thanked everyone for a year of hard work and the effort of all to be able to achieve the results to date.

Minutes of AGM 2011/2012

It was explained that an AGM was not held during the 2011/2012 year due to the small numbers of existing and future committee members. The committee agreed to continue in office during the 2011/12 school year. Minutes of meetings held where there were changes in committee members are drafted and available to view if needed.

Matters arising from previous minutes

No matters were arising.

Treasurers report Year ending 31st August 2012

Please see appendix 1 for the full breakdown of funds raised.

Kerry and Nell went through the report as Scott had sent apologies for being unable to attend. A total of £8,766.26 was raised and keeping a working capital of £1,500.00 for the forthcoming year an amount of around £7,200.00 is available for use.

Nell advised those present that this amount was a very good achievement through a difficult year with fewer members available to run events such as the Christmas Fayre and with the weather affecting the Summer Fayre.

Therefore resulting in the amounts generated for both raffles being considerably less as we were unable to sell tickets "on the day" which usually results in larger amounts of tickets being sold.

The Jubilee Mug Event: This was enjoyed by the pupils and was a successful fundraiser. A mug designed by a pupil in Reception was sent to Buckingham Palace

and a letter was received back thanking the pupil for the gift.

Easyfundraising. It was agreed to keep on promoting the website as it is an easy way to generate funds. Promotion of this will be included in newsletters produced during the run up to Christmas.

Uniform: Helen advised the new members that the ordering service through the school are priced the same as the items in the shop in Burntwood. Also the commission is the same if orders are placed through the school co-ordinator.

Academy Photos: All agreed that the service provided by Academy was first class. Mrs Walsh gave a brief explanation of the benefits to the school, passes, large photographs placed around the school and staff photographs were produced at no cost. Also the Family Portrait session was very well received by those taking part and also generated a large commission.

Independent Examiner of Accounts: Kerry explained that historically the end of year accounts have been audited by a friend of the school who is no longer available to do these. The 2011/12 accounts will be audited by an accountant.

Kerry asked if future accounts could be audited alongside the school accounts, otherwise there will be a cost implication for the PTFA to have the accounts independently examined. Mrs Walsh agreed that we could ask Wendy (Bursar) she could examine and verify the PTFA accounts

Action Point – Helen to liaise with Wendy to see if she would be willing to act as Independent Examiner for PTFA accounts.

PTFA Officers and Committee: The existing PTFA Officers stood down and Kerry handed the meeting over to Mrs Walsh who thanked the Officers and Committee for all the hard work that was carried out last year and also thanked the PTFA for their purchase of the lap tops and other various items funded by us. Mrs Walsh highlighted the appreciation of the school for the hard work and effort of Five Ways PTFA.

The PTFA roles had been advertised to all parents, teachers and friends in advance of the AGM, nominations received and appropriately and elected as follows:

Officer	Nominee	Proposer	Seconder
Chairperson:	Helen Pursehouse	Helen Phillips	Sarah Sprason
Vice Chairperson:	Helen Phillips	Julie Woolridge	Helen Pursehouse
Treasurer:	Scott Saunders	Helen Phillips	Helen Pursehouse
Secretary:	Angela Madge	Helen Phillips	Kerry Goodyear
Uniform Coordinator:	Sarah Sprason	Helen Phillips	Helen Pursehouse
Committee Member:	Kerry Goodyear	Angela Madge	Helen Phillips
Committee Member:	Jo Burton	Helen Phillips	Helen Pursehouse

Mrs Walsh asked all present if they were happy to accept the roles and all agreed. Mrs Walsh asked that Scott be asked to formally accept his nomination for the next meeting.

Action Point: Scott to formally agree the position of treasurer.

Matters Arising: To be discussed at the next meeting

- Lottery licence holder Rob Ryder would need to be contacted to agree to carry on

- in that role or to appoint another person.
- Cheque signing authority would need to be reviewed. The signatories for 2010 were Kerry Goodyear, Kerry Pow, Carolyn Griffiths and Rob Ryder.

The meeting was then handed over to Nell as new Chairperson.

Nell gave an overview of the development of the PTFA web pages over the last 12 months. Some statistics on our web pages have been received and our meetings page is the 5th most popular on the whole of the school site. The events and news page are also very popular.

A Parent Questionnaire is being prepared to go out the parents asking for views on the PTFA, what events they would like to see organised and what we could consider spending funds on. An on-line survey was suggested but this has already been looked into at a cost of £100.00. It was decided to produce an e-mail survey to keep costs to a minimum. This is a chance for the school community to have a say what we spend the funds on and all were encouraged to complete and return the questionnaire, whilst encouraging other parents to do the same. The questionnaire will be emailed out and parents asked to print it off and email back to ptfasecretary@googlemail.com.

Book Fayre: Is due 8th – 15th November. Volunteers will be needed. Mrs Walsh confirmed that teachers would continue to assist with this event to help put the books out on display and with serving customers.

The possibility of a nearly new uniform sale is being considered to be held at the same time as the Book Fayre. An email requesting uniform donations is to be prepared and issued. **Action: AM**

Bingo Night: 30th November. Helen P has already done the majority of the work for this family fun event. Bingo signs are already around the school. It was suggested that the children have an extra non uniform day and can bring in a piece of chocolate for the bingo prizes.

Mrs Walsh suggested that KS1 children bring in chocolate and KS2 children bring in donations towards funds raised to avoid us having too much chocolate left over. Refreshments are to be considered due to H&S reasons. Helen & Nell agreed to meet with Mrs Walsh to discuss this issue. **Action: NP/HP**

Summer Fayre: 2013. Nell introduced Lauren Egginton who has approached the PTFA with a view to gaining work experience. She has agreed to help event run the Summer Fayre in 2013. Lauren and a friend will be looking at what we want and will be happy to assist us in planning the event. Lauren has recently graduated from Liverpool John Moors University with a 1st class degree in Event Management and will work closely with a sub-committee to try to organise next year's fayre with new ideas and stalls. She will also consider whether she can support any other events during the year

Autumn Fayre 6th October 2012: Due to the weather it was agreed not to hold the wacky races. A decision will be made early on Saturday morning as to whether the field will be usable. If the weather is wet the Fayre will still be held but in the KS1 hall. Mrs Simmonds had emailed Kerry G asking if some of the items made by last year's Year 6's could be sold.

Angela M agreed to send out an email to all members asking for help setting up, running a stall and clearing away. **Action: AM**

Kerry G also confirmed she would ask if the ice cream man could attend. **Action: KG**

Jo B agreed to collect the rolls etc for the hot dogs. Jo also agreed to ask Mrs Sawyer if the Reception teachers could help with face painting. **Action: JB**

Mrs Walsh agreed to ask for a text to go out asking for helpers. **Action: MW**

Scott had asked for details of stalls so to help making up the floats.

Mrs Walsh advised if the Fayre is to be held indoors to ensure fire doors are not blocked.

And Finally.... Kerry G received a bouquet of flowers to thank her for her dedication and hard work particularly over the last 3 years of holding the Chairperson's role. Kerry thanked all and said that she will still be around during this year to help others in their new roles.

Kerry thanked all for the flowers and said the balloon race had, to date, been her most favourite event organised, with the Easter egg hunt coming a close second.

Important Dates: 2012/13 Meetings

Thursday 18th October 2012 (Coffee & Cakes New Members' Welcome Meeting)
Tuesday 13th November 2012
Thursday 17th January 2013
Tuesday 12th March 2013
Thursday 25th April 2013
Tuesday 11th June 2013

2012/13 Events

Saturday 6 th October 2012	-	Autumn Fayre
October Half term (deadline)	-	Christmas Cards (Arts for Schools)
8 th – 15 th November 2012	-	Book Fayre
8 th - 15 th November 2012	-	Nearly New Uniform Sale
16 th November 2012	-	Academy Photographs (Individual)
23 rd November 2012	-	Academy Photographs (Siblings)
November 2012 TBC	-	Academy Photographs (Family Portraits)
Friday 30 th November 2012	-	Family Bingo Night
19 th and 20 th December 2012	-	Christmas Parties
1 st February 2013 (deadline Prints)	-	Mother's Day Shopper Bags (Art Screen Prints)
Wednesday 13 th February 2013	-	Bags2School
15 th March 2013	-	Academy Photographs (Class/Group)
Thursday 28 th March 2013	-	Easter Egg Hunt
Thursday 28 th March 2013	-	Non Uniform Day
TBA March 2013	-	Book Fayre
Wednesday 19 th June 2013	-	Bags2School
Friday 19 th July 2013	-	Non Uniform Day
Saturday 22 nd June 2013	-	Summer Fayre
Thursday 18 th July 2013	-	End of Year Parties/Discos

*** Dates to be agreed**

Children's Film Nights (KS1 and KS2) / Family Quiz Night / Pamper Evening

Five Ways Primary School PTFA

Treasurers Report 2011/2012 AGM 2nd October 2012

Many apologies that I cannot be here tonight due to other work commitments.

I took over the role of Treasurer around Christmas time, and getting involved has been challenging but extremely enjoyable.

The PTFA would like to thank Kerry Goodyear for her 3 years of service and dedication as Chairperson; Kerry has worked very hard and organised lots of great events and her contributions will be missed (She has PROMISED to stay around and help out until the end of this school year). The PTFA will continue to organise future fun events for the children and their parents and hope that new helpers will get involved and share their ideas for fundraising events.

I would like to thank all of the PTFA members for their hard work, commitment and support to enable us to raise the total sum of £8,766.26 and this does not include any money raised from the forthcoming autumn fayre.

Last year we presented the school with a cheque for £11,743.36, these funds were used for mobile laptops which was raised from the previous year; the remainder stayed in the bank account and helped to fund parasols for Nursery and other essential items.

The Book Fayre is held twice yearly and last year created £715.63 in commission, which was available for the school to spend on new books.

As always due to the make up of our constitution, we must ensure that we retain £1,500.00 working capital to enable the funding of memberships, insurance, licences and activities within the first school term of the year.

Thank you again for all your help over the last year and I look forward to working with you on future projects.

Scott Saunders

(Treasurer)