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Annual General Meeting
Wednesday 9th October 2019
Minutes

All were welcomed to the meeting by the chair person, Heidi Neale

Present

Heidi Neale, Elizabeth Gray (taking minutes), Caroline Symonds, Emily Penkett, Jeanette Manookian, Melissa Goodwin, Chloe Barrell, Tina Poole, Faye Gosling, Charlotte Moore, Karalyn Stevens, Vicki Morris, Katrina Carter, James Murphy, Samantha Winton

Apologies for Absence

Tracey Webb, Tracey Jenkins, Rebecca Howlett, Charlie Evans, Vicki Noonan, Annie Bayley, Kate Gotman

Matters Arising from the minutes of the last AGM

There were no matters arising

Chair Person's report summary

Heidi Neale thanked those for attending this year's AGM. Introductions were made around the room for the benefit of new attendees.

Heidi gave an overview of what the PTA is and what the aims are for the year going forward. All parents, teachers and careers are automatically members of the PTA and any ideas and involvement are welcomed. Heidi thanked the current PTA committee, parents and staff for their hard work over the last year.

The academic year, 2018/19 was the most profitable to date, Heidi thanked everyone who supported the events and the work of the committee. Heidi outlined that we are really lucky for the strong parent support we receive to help at events on the day. She also thanked the teachers and staff, and a special thank you to Liz Gray (Vice Chair), Caroline Symonds (Treasurer) and Peter Hall (Site Manager) for all of their help and support over the year.

The main fundraising and social events continue to be the Christmas and Summer fairs. Three school discos were also held. Additional events that took place included the Pamper & Prosecco night (with special thanks to Chloe Barrell), and the Quiz and Curry night (with thanks to Katrina and Rob Carter, and Lynsey Izatt). HappyBags, a movie afternoon, world book day quiz and cake sales were also held to raise additional

funds. The PTA also ran the bar at the Year 6 Performance, to help raise money for year 6 trips.

The PTA held a Christmas Social as a way of thanking parents and carers for their continued support.

Heidi highlighted the importance of the PTA – to raise much needed funds for the school, and to create a parent community that benefits all of the children. All support from parents and carers is always greatly appreciated.

For further details please see the Chair Person's report.

Treasurer Report Summary

Caroline Symonds noted that the last year has been the most profitable one for the PTA to date. Funds held in account at year-end totalled £26,862.48. The most successful fundraising events were the Christmas Fair, the Summer Fair and the Pamper & Prosecco evening. However, £6,000 came from being the local charity of the year at the Co-op on Rayleigh Road. We have applied to be their chosen charity again this year.

Caroline confirmed that the accounts are in the process of being independently examined, as required by the Charities Commission.

Caroline confirmed that **£22,000** would be made available to the school to provide items on the wish list (attached)

Please see the full report for further details.

Head Teachers Report

Mrs Manookian thanked the PTA for their work over the last year. She commented how lovely it was to see new events on the calendar, including the movie afternoon, the Mother's Day and Father's Day pop up shops, and the pamper and prosecco evening. She was also thankful for the range of events that are available for adults that don't necessarily raise much money, but are really important for developing the school community.

Mrs Manookian outlined the value that the different events provide for the families, and how important it is that we continue to cater for the various incomes. She spoke about the importance of events such as the Christmas shopping afternoon that are really important and support the wide range of families and various incomes, which can make a big difference for families. It also supports the Christian ethos of the school.

The money the PTA has raised has enabled the school to enrich the curriculum and has given children access to things they wouldn't always be able to experience, for example paying for the coaches for the panto. All of the equipment and 'apps' are being used every day by teachers, and without the PTA money the school wouldn't be able to afford them.

Mrs Manookian outlined the financial challenges the school is facing in terms of school budgets staying the same, but the costs of things continuing to rise. This year the school wish list contains essential items that can not be funded from the main school budget.

Election of Committee Members for the year 2018/19

Position	Name	Nominated By	Seconded By
Chair	Heidi Neale	Katrina Carter	Melissa Goodwin
Vice Chair	Elizabeth Gray	Heidi Neale	Katrina Carter
Treasurer	Caroline Symonds	Elizabeth Gray	Melissa Goodwin
General Secretary	Melissa Goodwin	Chloe Barrell	Heidi Neale
Communication Secretary	Vicki Morris	Melissa Goodwin	Heidi Neale

There being no other nominations each of the above were duly elected.

Committee Parent Members

School Disco Coordinator – Tracey Webb

Mother's & Father's Day Pop Up Shops – Tracey Webb & Elizabeth Gray

Christmas Fair Coordinator – Elizabeth Gray

Christmas Cards – Annie Bayley & Heidi Neale

Adventure Island Sales – Katrina Carter

School Lottery – Katrina Carter

Christmas Shopping Afternoon – Heidi Neale & Melissa Goodwin

School's Wish List 2019/20

All items were agreed, bar the tablets, which we will look into a grant for.

Total spending agreed in Oct 2019: £20,595.50

Remaining funds: £1,403.50

For further details, please see the wish list document.

Panto - We agreed to pay £950 towards the 2019 coaches at our last AGM, and have agreed it again for 2020. However, it was suggested by parents at the AGM, that they are given the opportunity to pay a £5 donation towards the coaches for the panto, in order to free up PTA funds to be used for something else during the year, so we will trial that this year.

Any other business & Questions

Karalyn Stevens has offered to look into potential grants that could be accessed to pay for new cabins in the school playground.

Faye Gosling offered to look into recommendations for alternative first aid training providers for year 6 students.

Tina Poole offered support to help clear the large items from the school, in particular help to remove the old wooden cabins.

Elizabeth Gray offered to look into setting up an Amazon wish list.

Need to remind people with regards to match funding and encourage parents and careers to look into whether their company offer it - this reminder is to go out in DASH.

The names of all class representatives will be published so that people know who their class contact is:

Apple	Katrina Carter
Pear	Natasha Edney
Lime	Faye Gosling
Cherry	Karalyn Stevens
Beech	Tina Poole
Pine	Tracey Jenkins
Willow	Rebecca Howlett / Kate Gotman
Sycamore	Vicki Noonan

It was confirmed the Facebook posts will **only** be approved by the Chair and Vice Chair.

It was noticed that engagement on Facebook has declined, so we need to be more active. It was also discussed that some classes don't use their Facebook page much and the class Whatsapp groups do not have everyone on them. We therefore need to think about how we get messages out to all parent and carers.

The meeting was closed with the Chair, Heidi, thanking everyone for attending.