

Minutes of PTA AGM

Meeting:	PTA Meeting	Date:	Tuesday 4th December 2018
Venue:	School Library	Time:	7.00pm

Item No.	Item	Owner
1	Those Present: SG – Chair ET – Vice Chair TB – Treasurer SJH - PTA Liaison Miss L Swaine - Headteacher FP, KS, IZ, JH, JBB, AP, JI (part)	
2	Apologies for Absence: Received from JS, SC, EG, DG	
3	Welcome: SG welcomed everyone and introduced key PTA members to the meeting. It was noted that a quorum of three elected officers plus six others were required for the AGM and that this requirement had been met	SG
4	Approval of minutes from last meeting held on 17th October 2018 and Matters Arising: The minutes were approved as a correct record of the meeting; proposed by ET, seconded by KS	
5	Chairperson's Report and financial update for the school year 2017/2018: SG reported on the activities and fundraising carried out during the past year by the PTA (see attached Chairperson's Annual Report – School Year 2017 – 2018 for full details). Copy to be posted on PTA Section of the website. SG warmly thanked ET for her support as Vice-Chair, and for TB in her role as Treasurer and SJH as acting Secretary. It was noted that ET wished to step down from her role as an elected official but would continue to play an active role on the committee. SG also noted the PTA's gratitude to Sean Sweeney for his great support over the past 5 years. SJH presented gifts on behalf of the PTA to SG, ET and TB in acknowledgement of their continuing hard work. It was noted that the most recent event to be held, the quiz, had raised almost £700.	SG

	SG reported that the accounts for 2016/2017 had been lodged with the Charity Commission. Following the meeting the 2017/2018 accounts would be lodged. These were being checked by Sue Walters, School Bursar.	TB
6	Change of status from a PTA to a PTFA: It had been proposed at the previous meeting that the status be changed to a PTFA to allow members of the PTA to stand even if they were not parents of students currently attending the school. This was passed unanimously. It was noted that the constitution would require that persons standing had some connection to the school. PTA UK and the Charity Commission would need to be updated.	SG SG/TB
7	Nominations and Appointment of Trustees: The PTA required three trustees. The following persons were willing to stand; Leanne Swaine, Stuart Gates and Nick Mottishead. These appointments were proposed by SJH and seconded by ET. PTA UK and the Charity Commission would need to be updated with the changes.	SG/TB
8	Election of Officials: SG had agreed to stand again as Chair; proposed by ET, seconded by SJH. TB was nominated to stand again as Treasurer; proposed by SG, seconded by KS. FP was nominated to stand as Secretary; proposed by SJH, seconded by ET. There was currently no chair designate. Those present were asked to put forward suggestions for someone who might be able to try out the role and share the load with the Chair. PTA Section of the web site to be updated.	SJH
9	Any other business: LS reported that as with many schools, the funding situation was difficult and she thanked the PTA, and in particular SG and the core team of officers, for the part they had played in raising funds. She also thanked the others present for their contribution. She noted that the SAND and other items which had been supplied through PTA funding had been much needed. She noted also the important contribution that the PTA gave to the sense of community in the school. Funding was important, but she also very much valued the community aspect of the PTA's work. The AGM was officially closed at this point. LS was thanked for her presence and left the meeting.	
	General Business	
1	Approval of the Minutes of the last PTA meeting: The minutes were approved as a correct record of the meeting; proposed by ET, seconded by KS	
2	Matters Arising: There were none.	
3	Financial update: TB reported that the PTA now had a single bank account with Barclays. This would require two signatories. TB was one. As ET was no longer an elected officer it was proposed that FP would be the other. TB reported that the bank balance currently stood at £9,028, but that the PTA had yet to be invoiced for £8,000 for SAND. TB would check if the bank account title needed to be changed. She noted that the standing order to PTA UK was due to go out on 10th January 2019. Gift Aid was discussed as TB had previously tried to get it set up and was going to try and do so again. It was reported that a parent had donated £500 through their company so TB wanted to try and gift aid the donation. SJH would look into getting a treasurer@ebs account set up to facilitate this.	TB TB

	<p>The Giving Machine account was discussed and TB reported that she received a monthly total for this. ET suggested that this needed to be more widely promoted. SJH noted that it was promoted through school communications.</p> <p>ET suggested that an Amazon Smile be set up when the new name and bank account had been established. SG suggested that this be tabled for further discussion in January. This was voted on. All were in favour except one, with one abstention.</p>	SJH
4	<p>Roles and Tasks Update: It was reported that SJH would be taking on responsibility for the lottery. She would continue in her role as School Liaison with the PTA.</p> <p>Stocks would need to be checked for BBE dates. Normally SG and ET and need to assess this moving forward. Any stocks to be cleared after forthcoming school production</p>	SJH SG/ET
5	<p>GDPR related topics: There was little to report with regards to GDPR. LS had previously been in charge of GDPR but Sue Walters had now assumed this responsibility. SJH would ensure that the PTFA was included in GDPR work. The importance of being able to contact all parents regarding fundraising etc. was recognised and they were working on obtaining parents' explicit consent to being contacted for these purposes.</p> <p>It was noted that LS wanted all social media contacts to be managed in-house and wanted to have the PTFA included in the school's Twitter and Facebook accounts. Little progress had been made on this to date but SJH would look into it.</p> <p>It was reported that all communications for the PTFA were to be kept on the school servers. SJH would ensure that FP was given access to this for the purpose of the minutes etc.</p>	SJH
6	<p>School Production: It was noted that the dates for the production of Joseph had been changed to 7th – 9th February. Volunteers to run the bar were as follows: Thursday 7th: KS and SJH Friday 8th: IZ and JBB Saturday 9th: SG, ET and AP</p> <p>Times would be confirmed at a later date. TB would provide a float.</p>	All TB
7	<p>(JI, Chair of Governors, arrived during this item)</p> <p>Other Forthcoming Events: It was noted that a Summer Music concert would be held on Thursday 20th June.</p> <p>Friday 28th June was proposed as a date for a PTFA summer event.</p> <p>SG would approach Jason K to see if he would be willing to organise a further quiz. Following this, another quiz master would need to be sought and those present were asked if they knew of anyone who might take on this role.</p> <p><i>Post meeting note, Jason agreed provisional date Friday 7th March TBC soonest re school calendar</i></p>	All SG SJH

	<p>SJH would ask for volunteers in the EBS Newsletter.</p> <p>It was noted that EG had put forward a suggestion for a keep fit related event. It was suggested that this might form part of the summer event. SG would ask her for more details.</p> <p>It was proposed that a race night might be a good event; KS would try and find out about this the charity she worked for; JI suggested JS might have some suggestions regarding race nights.</p> <p>A car boot sale was put forward as a possibility however, JI pointed out that this would be very labour intensive until it became well established.</p> <p>SG proposed more focus on matched funding and approaching local companies to participate. SG asked if someone would be prepared to write letters to local companies and restaurants. He had a template for this purpose.</p>	<p>SJH</p> <p>SG</p> <p>JS</p> <p>KS</p>
8	<p>Funding Requests: It was noted that Heads of Faculty needed to apply for funds, LS signed off requests which had to benefit as many students as possible. It was suggested that the principal area of need was in IT. SJH said the 3D printer was on its last legs so was talking to Mr Jenkins regarding the funds needed to replace it. SG specified the need for specific requests. SJH would speak to Acting head of IT to ask for more specific requests.</p> <p>JI and SG would also speak to LS regarding funding requests.</p>	<p>SJH</p> <p>SG/JI</p>
9	<p>Lottery Update: The lottery was drawn and results were as follows.</p> <p>No. 133, (£50) Alvina R No. 69, (£25) Susan W No. 175, (£15) no winner</p> <p>All members of the PTA were encouraged to become lottery ticket holders and were asked to encourage others to do the same as this was a good means of raising funds.</p>	
10	<p>Any Other Business: There was none.</p>	
11	<p>Date of Next Meeting: Thursday 17th January 2019, 7.15pm in the school library</p>	

Minutes taken by: FP - Secretary

Approved by: SG - PTA Chair