

Abbey Grange Church of England Academy

PTA Annual General Meeting

Monday 23 April, 2018 at 7.30pm

<u>Ref</u>	<u>Notes</u>	<u>Actions</u>
1	<p>Present: Marion Kemp (Chair), Sarah Devlin, Sarah Loughman, Janet Bove, , Karen Simkins, Stephanie Cassidy, Fran Marsden, Sallie Smith, Helen Bellamy, Steve Besford, Fiona Soothill, Jon Norden (Principal/Head of School).</p> <p>Apologies: Sarah Dowse, Helen Osborne, Lynda Walker (Head of Pastoral Care, Abbey Grange)</p>	
2	<p>Welcome : Marion Kemp, as chair, opened the meeting with a prayer. She then introduced Jon Norden (Principal/Head of School) and welcomed all present, including new members. Jon Norden acknowledged all the hard work the PTA members had contributed over the last year, including the provision of refreshments at parents' evenings; the Winter Fayre; organising and selling second hand uniform which really benefits parents; the Spring Raffle; and the 100 Club. These funds, that had been generously raised, really help the school, particularly when funding comes under pressure. John Norden also thanked MK for all her hard work as chair of the PTA over the last few years.</p>	
3	<p>Election of Officers</p> <ul style="list-style-type: none">• Chair- Sarah Devlin agreed to stand as Chair and this was agreed by PTA members.• Vice Chair – Steve Besford agreed to stand as Vice Chair and this was agreed by PTA members.• Treasurer- Sarah Dowse had volunteered to stand as Treasurer and this was agreed by the PTA.• Secretary – Sarah Loughman put her name forward to take on this role, and this was agreed by PTA members.• Uniform Coordinator- Janet Bove put her name forward to take on this role, and this was agreed by PTA members.• Catering Coordinator – Karen Simkins agreed to continue in this role, and this was agreed by PTA members.• Winter Fair Coordinator- Steph Cassidy put her name forward to continue in this role, and this was agreed by PTA members. Helen Bellamy agreed to help with the fair as well• 100 Club – Janet Bove agreed to take this post on and this was agreed by PTA members.• Raffle Organiser – Sarah Loughman agreed to continue with this role and this was agreed by PTA members.	
4.	<p>Treasurers Update/ Brief fundraising over the last 12 Months</p> <p>Sarah Devlin circulated the PTA Annual Accounts for 1 April 2017 to 5 March 2018 and stated that the closing balance was £2,547.05.</p> <p>The key income streams over the year were as follows:</p>	

	<ul style="list-style-type: none"> • Refreshments £821.65 • 100 Club £1,000.00 • Winter Fayre £2,747.78 • Uniform £399.50 • Spring Raffle £381.04 <p>It should be noted that approximately £2,784.72 has also been raised via the Cooperative Local Community Fund for the school.</p> <p>For the financial year 2017/18 the PTA has donated £7,495.30 to the following:</p> <ul style="list-style-type: none"> • Electronic books • French trip • Development of the pond area • PE Dance Off Competition • Student Council • Music Department • Hardship Fund • Marrick Priory • Attendance Prizes • Prom Tickets <p>There was a discussion with regard to funding of Astro Turf although Jon Norden said that this is a considerable cost and match funding would need to be sought from the Football Association or other funding bodies.</p>	
5.	<p>Decision on Frequency/Days of future meetings Members agreed to keep same days although it was agreed that SD would ask Tracy Wood in the school office if the meetings could start at 7.00 instead of 7.30.</p>	SD to contact Tracy Wood.
LEADING INTO GENERAL ITEMS		
6.	<p>Minutes of last meeting (6 March 2018) and Matters Arising</p> <p>The minutes were agreed.</p> <p>Matters Arising:</p> <p>Fundraising event 2018 – it was agreed that this should be put on the agenda for the start of the next school year to organise an event for summer 2019.</p>	<p>Minutes agreed</p> <p>SL to put on agenda for September 2018</p>
7.	<p>100 Club Draw: The winning number drawn was 56 (Bolton 3)</p>	Sarah Devlin to inform winner
8.	<p>Spring Raffle – feedback</p> <p>Sarah Loughman reported that there would be 4 prizes:</p> <ul style="list-style-type: none"> • £50 cash prize • World Cup Hamper (His and Hers) 	

	<ul style="list-style-type: none"> • Movie Nights Hamper • Pampering Hamper (provided by staff) <p>The raffle tickets went on sale via parent pay on 19 April and the raffle will close on 18 May. The raffle will be drawn on 21 May Sarah Loughman to send photos of the hampers to Tracey Wood to put on the school website and put on the school twitter account. Sarah Loughman to liaise with Tracey Wood in the School Office re the draw of the raffle (either via an app or using tickets) and also to text a reminder to parents.</p>	<p>Sarah Loughman to send photos of the hampers to Tracey Wood to put on the school website and put on the school twitter account. Sarah Loughman to liaise with Tracey Wood in the School Office re the draw of the raffle and also to text a reminder to parents in the last week, and also ask for donations for the prizes.</p>
11.	<p>Refreshments</p> <p>Karen Simpkins asked for more volunteers to do refreshments at parents' evenings. The next parents evenings are as follows:</p> <ul style="list-style-type: none"> • Year 7, 24 April • New Parents Evening, 27 June • Year 10, 3 July • School production – to be confirmed <p>It was agreed that the new parents welcome session for September 2018 should be put on the agenda for the next meeting.</p>	<p>Karen Simpkins to organise rota for upcoming parents' evenings.</p> <p>SL to put on agenda for next meeting.</p>
12.	<p>Second Hand Uniform</p> <p>It was agreed that volunteers could go along to the New parents evening on 27 June to help sort the uniform out before the parents evening started. PTA members were also asked if they could come to school at 6.30 to also help with sorting out the uniform before the next PTA meeting on 22 May.</p> <p>SD to ask the school office to send a text to year 11 parents asking them to donate any school uniform not needed.</p>	<p>PTA members to help with sorting out uniform on 22 May and 27 June</p> <p>SD to ask school office to text parents re uniform donations</p>
13	<p>Any other Business</p> <p>It was agreed that £1,000 should be donated to the Hardship Fund and £500 to E-Books.</p>	
14	<p>Date / Time of Next Meeting : 22 May 2018, at 7.30 pm.</p>	