

## Reigate Parish Church Primary School PTA AGM Meeting 2017 MINUTES

28<sup>th</sup> September 8pm

### **1) Welcome and any apologies**

- Attendees: Claire Shaw (Chair), Chantal Agius (Treasurer), Celia Lister (Secretary), Francis Davies (Headteacher), Katie Eldred (teacher), Vicki McNally (LB and uniform sales), Charlotte Stockman (BF), Gemma O’Gara (GH and Fireworks), Emma Berkshire and Sophie Pollock (HB), Daisy Goggin (DF), Claire Randall (DL), Alice East (TL), Helen Smith (JG), Ellen White (parent), Chrissie Purdy (Bingo), Charlotte Weston (parent), Pauline Ebbutt (parent), Laura Ingle (parent), Kellie Morgan (parent), Claire Johnstone (shopping evening), Colin Best (Fireworks)
- Apologies received from Aimee Mills (TL), Richard Meyer and Delano Pienaar (DF), Anna Mustill (CP), Helen Frampton (GL), Sarah Kennedy (Deputy head)

### **2) Fundraising Report (Chair)**

Biggest events – Fireworks night and Summer/Christmas fairs.

New fundraising initiatives from last academic year – fundraising fortnight run over Easter, very successful and enjoyed by the children, so we will continue to do that in the future.

Summer Soiree was enjoyed by many – we will continue to build hype to make it even more successful for next year.

Key thing – to get event planning teams in place early on in the academic year.

Fundraising report attached.

### **3) Treasurer’s Report**

£17,818 profit raised last year which exceeds the previous year by just under £3,000

Nearly 12k of that comes from 3 top events (Fireworks and fairs)

Keen to spend that money as it doesn't accrue much interest in the bank. We must keep 2k buffer in the bank at all times.

Treasurer's report attached.

#### **4) Head Teacher's Report**

Huge thank you given to all the parents for all their help – last year everything on the wish list was purchased and it really does make a massive difference to the children and the teachers.

Head Teachers report attached.

#### **5) Election of Officers (to include signing 'Officers' Responsibilities')**

All class reps have signed the Officers' Responsibilities form, which will be filed in the PTA accounts.

#### **6) Amendment of PTA Charity name (Secretary)**

The details of the three current PTA officers were updated on the Charities Commission website on 15.09.17. In order to update the PTA name the motion needs to be passed at the AGM and then the minutes uploaded to the charities commission website as proof. The name will then be changed online and the gov.uk website change can be used as evidence to change the bank account details. Motion was unanimously passed. CL to amend with CC and CA to amend bank details accordingly.

\*\*concern over long name of charity on cheque – CA to look into alternative payment methods. Direct bank transfer? (difficulty tracking payment?) TUCASI? CA to speak with Helen Smith to discuss payment methods.

The school name was changed on PTAUK (from whom we get insurance) on 22.09.17. Next year we will have to update the liability insurance as we are currently only covered up to 400 children and when we have 14 classes in 2019 the maximum capacity will be 420 pupils.

#### **7) Review/acceptance of Reigate Parish Church Primary School Constitution (Chair to sign)**

- changes include: the amendment of the PTA name to include 'Primary'  
the amendment of the minimum core trustee number to 3, to allow a single Chair as well as Co-chairs.

Claire Shaw signed the constitution which will be filed with the PTA accounts for 2017/18.

#### **8) Fundraising Events and projects for 2017/2018**

Fireworks – capacity for 1500 people.

Christmas shopping evening – more stalls available as will be held in Junior hall.

Christmas Fair – clashes with Santa landing in Reigate Priory Park. Set a week earlier than normal to allow for potential new event – parents' Christmas social.

CHRISTMAS FAIR TEAM: Laura Ingle, Ellen White. CL to send Christmas fair handover notes and arrange handover meeting from last year.

#### New events:

**Christmas party** - Friday 15<sup>th</sup> December – reps to organise? To be held in Junior hall for parents of all year groups. Capacity not set – 200?

**Bingo Night** – Chrissie Purdy to organise.

**Silver trail** - very positive response, could be organised by teachers one Friday and monies laid out in the Junior hall. To take place week before October half term.

**Childrens' disco** – Summer term?

**Summer Fair** – to move to May (19?) to avoid clashes with other events in last half of summer term.

Fundraising schedule attached.

#### **9) Requests for funding**

No pantomime or leavers' coach required in 2017/18.

Reception Trikes x 5 – although these items are expensive they are used daily and are such a lovely addition to the Reception outdoor space. The funding was approved.

Funding requests attached. All funding requests provisionally approved.

#### **10) Any Other Business**

Creation of **S&F team** – to help and support class reps. Reps to ask their classes for volunteers.

**Children in Need** – Mrs Davies to order 350 glow in the dark keyrings for Y2 to sell in classrooms and in playground.

**Uniform sales** – able to be in a hall again now that can we have phonics in the second hall.

Aim to have one coffee morning and uniform sale per term.

**Facepainting** – Chris Randall was nominated to take over the facepainting organisation at school events. Claire Shaw and Claire Randall to discuss further.

#### **11) Date for next meeting.**

Scheduled for Tuesday January 16<sup>th</sup> 2018.