

## Echelford PTA AGM Meeting Minutes

Wednesday 21<sup>st</sup> November 2018

7pm

Echelford Community Room

Attendees: Catherine Cook, Alison Cornwell, Danny Blackwell, Lauren McBride, Annalea Gratton, Maria Houghton, Matt Williams, Amie White, Livia Maddison, Miss Code.

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Agenda Item 1: **Apologies for absence**  
Introduction by Catherine, sign in sheet completed. Apologies from Neetu Randawa, Zoe Braidford, Gwyneth Johnson and Sharon Hazell.

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Agenda Items 2/3: **Minutes of previous AGM/Matters arising from previous AGM**  
None held

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Agenda Item 4: **Chair's Report**  
Catherine read through the prepared Chair's Report, which highlighted the successes of the events in 2017/18 (Spooky Disco, Usborne Reading Challenge and Summer Fair), and reiterated how monies had been spent (house attendance token system, hi-vis vests and coach services). Also mentioned were items that will be funded in 2018/19, including £5,000 for the library redevelopment, £350 for anti-bullying drama workshops and £1,500 for the Story Sack Project.  
She discussed how the PTA intends to register for charitable status in the next few months which will allow us to receive more donations from local and national companies, apply for gift aid and use company matched giving schemes.  
She thanked everyone who has supported and continues to support the PTA and believes greater success will be achieved this year.

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Agenda Items 5/6: **Treasurer's Report/Appointment of Independent Examiner of Accounts**  
In Neetu's absence, Catherine talked through the Treasurer's Report. Profit from the events run in 2017/18 amounted to just over £10,000, and we ended the school year with £10,190.51 in the bank.  
Neetu has resigned as Treasurer and will be doing a handover with Lauren in the coming weeks. An independent audit of the accounts is due to take place in December 2018.

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Agenda Item 7: **Election of Officers and Trustees of the Committee**  
The following Committee members were elected to serve until the next AGM:  
Co-Chairs: Alison Cornwell and Danny Blackwell  
Secretary: Catherine Cook  
Treasurer: Lauren McBride  
Communications Officer: Livia Maddison  
Miss Code to ensure these details are updated on the PTA section of the website.  
Lauren to update bank account signatories to include Alison and Danny.  
Catherine to provide all Committee Members with access to Parentkind website and PTA mailbox.

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Agenda Item 8:

### **Special Business**

#### **Adoption of Constitution**

Catherine explained the necessity to adopt the Parentkind Model Constitution for PTAs in England and Wales. This document provides guidance for how the PTA should be run and rules to abide by. It is essential a constitution is in place before we can register with the Charity Commission. The constitution was signed by Alison (as Chair) and witnessed by Catherine (as Secretary).

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Agenda Item 9:

### **Any Other Business**

Items below were discussed briefly but will be followed up in more detail at the next PTA meeting.

#### **Library Re-opening**

Miss Code informed us that the library's refurbishment is almost complete, and they may put on a grand re-opening. Amie mentioned she may have a contact with an author/illustrator who draws stories in front of an audience of children. Amie to provide details.

#### **Year 5/6 Quiz Night Update**

Alison confirmed that feedback from the Year 5/6 quiz night was good from children, parents and teachers. Will look to make an annual event, possibly make questions slightly harder and increase entry from £2.

#### **Specific Events for Year Groups**

Catherine stated that intention is to hold free or reduced cost events for individual year groups (Reception have Teddy Bear's Picnic in September and Years 5/6 have their quiz night. It would be great to provide an event for Years 1/2 in the Spring term and Years 3/4 in the Summer term. Need to canvas parents of those year groups for ideas. These same events would then take place every year so that each child would eventually be able to participate in all during their seven years at school.

#### **Christmas Craft Fair**

We raised the possibility of holding a Christmas craft fair after school on the days of the Reception and KS1 afternoon nativity performances (5<sup>th</sup> and 12<sup>th</sup> December). Miss Code to check if feasible and revert. If not possible this year, a definite to put on next year provided enough notice given. One item to consider including would be child making their own baubles (or having them made for them with photo, etc).

#### **January Fundraising Initiative**

January's pringle pot challenge was not as successful as in the prior year, maybe due to repetition. Amie put forward an idea to provide each child with a printed picture of their house logo, which they take home and cover with coins of any value. Making it into a house competition could increase the desire for children to join in.

#### **Communication from the PTA**

Due to GDPR the PTA have been limited to providing information to parents via the Echelford Echo and are unable to have the school send out emails or text reminders on our behalf. We need to find ways of creating more awareness and advertising events to parents – such as on Facebook, at other events, or on the playground.

Miss Code to check the ability for PTA forms for popcorn club, etc, to be added to the website to download, and whether we can get a Facebook page up and running.

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Agenda Item 9:

### **Close of Business**

Catherine thanked everyone for attending.

Next meeting confirmed for Friday 30<sup>th</sup> November at 9am in the Community Room.