

**SS PHILIP & JAMES PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION (PTA)  
REGISTERED CHARITY NO. 1121283  
MINUTES OF ANNUAL GENERAL MEETING  
16 SEPTEMBER 2015**

**Attendance:** Emma Dadson, Lara Stokes, Jen Ingham, Tania Wilson, Lisa Guppy, Irene Conway, Rosalind Owen, Ruth Nossek, Anne Keune, Genevieve Atkinson, Jen Watkiss, Neil Watkiss, Becky Chamberlain, Ruth Dorso, Arezou Azad, Christine Kwong, Nancy Upton, Allison Hood, Laura Pugh, Shaista Goga, Malcolm Proudfoot, Fleur Weston, Shelley Joyce, Ben Hegedus, Suke Wolton, Eva Moore, Anna Nuleshwar, Zoe Clarke

### **1. Welcome and apologies**

Welcome to all from Lara and Jen.

Apologies: Camille Hallo.

### **2. Minutes of the AGM held on 17 September 2014**

The minutes of the previous AGM were presented to the meeting and accepted.

### **3. Matters arising from the Minutes of the AGM held 17 September 2014**

The following matters from the Minutes of the previous AGM were discussed:

- Nurture shed completed.
- Forest School and wet weather gear purchased and now being used.
- Athletics has now been changed to MyMaths.
- Football nets have been purchased and now being used.
- Kitchen refurbished and now being very well used.
- Bike area/scooter racks – potential for them to be moved. Depends on Network Rail agreeing timetable for new bridge and “Triangle” to be transferred. Once these two matters occurred, will look at whole area and see how best arrangements for bike area etc will work with Triangle area.
- Awning outside Lilac 3 – completed. Is to be extended slightly.
- Blue Courtyard redevelop – School in process of agreeing new plan to have covered area which can also be used as classroom.
- Bike & Safety Awareness – Year 6 only. City made major reductions to school budgets and therefore this been an area which has been cut. Hoping to sort something out for new year.
- Goggles – there is a no goggle policy specified by the swimming provider.
- EasyFundraising – started last year and we have raised approximately £1,400 over the last year (only £1,100 been paid so far as is delay in promises raised compared to payments to our account).
- School website – has been re-launched and is much improved.
- PTA also improved website and looks much better.
- Netball posts – these have been purchased and installed and have been a great success with a new netball after school club.
- Sadly, no mobile coffee shop on the Rec, but perhaps an idea for the future.

### **4. Chair's report 2014/15**

Jen and Lara presented the Chair's Report detailing the achievements of the PTA last year. A copy of the report is attached.

### **5. Treasurer's report 2014/15**

Tania presented the Treasurer's Report being the draft and unaudited accounts for the financial year ended 31 August 2015.

## **6. Appointment of an Independent Examiner of the Accounts for the year ended 31 August 2015**

Tania proposed that we appoint Nigel Johnson as the Independent Examiner for the year ended 31 August 2015. He was the auditor for the previous year and had done an excellent job last year. Genevieve Atkinson seconded the proposal and the vote was unanimous.

## **7. Message from Head Teacher, Irene Conway**

We really appreciate the attendance at the AGM and the Curriculum Evenings, thank you so much for coming. Just a few words to say thank you to everyone, as parents you all make a tremendous difference. Firstly you put your children in to the school, but then you join in to the school community. It is a wonderful time to make friends and become involved.

Thanks to all of the members of the PTA team, Jen, Lara, Lisa, Emma, Tania. Thanks also to Suke who is stepping down as parent governor as her term has completed.

## **8. Election of officers and trustees of the Committee**

All of committee stood down from roles.

Genevieve Atkinson made the following nomination and the nominee consented to the nomination:

Project Co-ordinator - Becky Chamberlain

Allison Hood made the following nominations and all of the nominees consented to the nomination:

Chairs - Jen Ingham and Lara Stokes

Secretary - Lisa Guppy

Treasurer – Tania Wilson

Class Rep Co-ordinator – Emma Dadson

Nancy Upton seconded each of the nominations.

All of the nominees were unanimously elected.

## **9. Advisers to the Committee**

We have a couple of parents who have agreed to act as advisers to the Committee:

Website Manager: Ruth Nossek who has kindly agreed to act again this year and continue doing a fabulous job of maintaining our website.

Co-Class Rep Co-ordinator and Email Manager: Jen Watkiss will help out Emma generally and especially with the sending out of PTA emails.

We discussed the role of class reps generally following a question as to what a Class Rep does:

- Keep class up to date via emails eg if teacher asks for assistance
- Organise volunteers eg trips or cooking
- Cake sales
- Organise social events eg evenings out and coffee mornings.

## **10. Parent Governor**

Suke Wolton's term as a Parent Governor is coming to an end and she spoke to encourage any parent interested to run as a new Parent Governor and let potential candidates know what the role entailed:

- The Governors' role as team is to act as a 'critical friend' to the school, to ensure the school is providing a good education.

- Parent Governors represent parent ideas or issues and report back to the governing body. They may not support the particular issue but will still take any parent's concerns forward. The Parent Governor will then report back via the parent forum.
- A Parent Governor has a 4 year term.
- Ben Hegedus is the other Parent Governor and his term has run for 2 years and he has another 2 years to go.
- It would be great to have an EYFS parent involved.
- To be a Parent Governor is a commitment and not to be taken lightly but there are large benefits from participation and you can play a role in communicating parent ideas to the school.

## **11. Comments/Suggestions/Opinions from the parents regarding PTA activities for 2015/16**

### **Classlist.com**

Emma described how Classlist works eg password protected site, share information by year groups. The data protection and privacy is better managed – there is a built in consent form as you sign up for the site. Previously, emails have been sent out which were not approved and we hope this system will limit that. The system is currently free. However, the implementation of Classlist is a trial and we are happy to (in fact, want to) have feedback. The Class Reps for each class should be advertised this week, we hope they will be included in the newsletter. Already the take-up down the school has been popular.

## **12. Any other Business**

There being no further business, the meeting was closed.