

## **MINUTES of PTA ANNUAL GENERAL MEETING 17 SEPTEMBER 2014**

Attendance: Lottie Stevenson, Jess Watson, Anne Kenyon, Jim Panton, Adriana Obloy, Susan Bible, Sarah Griffiths, Genevieve Atkinson, Cecile Girardin, Allison Hood, Camille Hallo, Mimli Roychoudhary, Mariona Pons, Emma Dadson, Rosalind Owen, Joy Holgate, Lara Stokes, Jen Ingham, Lisa Guppy, Irene Conway, Marc Brightman

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

Welcome to all from Jen and Lara. Introductions were also made by Lisa and Emma.  
Apologies: Alex Lancaster, Tania Wilson.

### **2. Review minutes from AGM held 24 October 2013**

Minutes were circulated at the meeting and any outstanding matters were discussed in the business below.

### **3. Chair's report / Treasury report 2013/14**

Sophie Heard as one of the co-chairs from 2013/14 produced her report detailing the achievements of the PTA last year. A copy of the report is attached.

Overall, despite the need to fundraise for the school, Sophie emphasised that the most important thing the PTA achieved was the link between parents, teachers and children and to benefit community. The PTA events happen because of amazing parents who come and give their time and effort to help out.

Sophie has been in contact with Jill who also passed on thanks for all of the support over the year that she was chair.

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

Thanks to Sophie and Jill who did an inspirational job and were a really enthusiastic team to work with. Irene and the staff were very sad when they heard that Jill was leaving and Sophie was stepping down, but they are really looking forward to working with Jen and Lara.

Sophie's point that the PTA is not just about money is very important. People are what help to make Phil and Jim's a wonderful school. The children and staff are amazing but thank you to parents who do help and we ask that parents continue to help to continue to make Phil and Jim's so special.

Anne-Marie had a slide show to show the achievements for the school and the PTA over the last year including:

- Nurture shed
- Forest school wet weather gear
- Athletics
- Football nets
- Kitchen

The triangle and mound is an on-going saga regarding giving some additional land to the school. It was thought that this might be achieved soon with the redevelopment of the railway and bridge, however it is currently on hold due to planning restrictions. Nonetheless, it will happen in the future so the school is still looking for ideas.

The school would also like to develop the Blue courtyard to make it an all-weather area. If anyone has ideas, please let us know.

## 5. Election of officers and trustees of the Committee

All of committee stood down from roles.

Joy 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 – Emma Dadson

Web Design - Ruth Nossek

Camille seconded each of the nominations.

All of the nominees were unanimously elected.

## 6. Spending allocations approved at previous meetings

Jen and Lara discussed the various amounts which had been approved at previous meetings and their current status:

- (a) £7,000 has been set aside for mound and triangle. In due course we hope to add to this amount as we think we will need more. This work will also include redevelopment of the bike area, moving the bins out so there is clear and separate pedestrian and car access, the playground near the carpark is also to be redeveloped. This work is all dependent on City Council and Network Rail. At the moment it is on hold and we hope to continue to add to this fund.
- (b) **Mathletics** - What is the best way forward? PTA agreed to fund another project or mathletics but don't know what it will be. Currently, the school is considering what is the best use of resources.
- (c) **General reserve** - It is a good idea to keep a reserve in our account of £2000 so we have money to run events or undertake special projects if need be.
- (d) **Gift to start the year** – It was decided to kickstart the year by giving something to benefit every classroom, and so the PTA has made a gift of £100 per class. Teachers very grateful.

## 7. Suggestions for spending

We discussed various ideas for spending funds raised by the PTA:

- (a) **Bike Area:** Could we cover the bike area? We can look into cost of doing it now but it may be better to hang on until the school gets the extra triangle space. We have allocated money for the triangle project, which would include the bike area. It may not be the best allocation of funds to spend £2000 if we are going to have to move it. However, if anyone has ideas and can source some quotes or information on what the project could be, i.e. a way to have a cover that maybe could be moved or is not very expensive, we are still happy to consider. We need all other details as well.
- (b) **Awning/Shade:** Now looking for some ideas that see quick results. Place an awning to open out for cake sales. It could also giving shade during play time and used for outside lessons. Might not be awning, but something similar. Eg Perspex.
- (c) **Scooter racks?** Moveable ones so not set in concrete and can be easily moved once the area is redeveloped.

(d) **Courtyard redevelopment.** If anyone has any ideas, please submit them. We would not want the redevelopment to cause the classrooms to be darker – it needs to not affect the light.

(e) **Bike or safety awareness program.** Road safety awareness - bike and scooting.

(f) **Goggles for swimming.** Ferry pool rules. Ferry pool can't wear goggles. Although now changed. Perhaps a set of School goggles. Then no one can lose their goggles.

## 8. AOB

Marc Brightman is an anthropologist at UCL. An Amazonian Indian is visiting the UK and he will also come and visit the school on 3 November. We are looking for a donation of £250 plus travel expenses from London. Be good to have an event that specific and help get more out of visit. Everyone thought this was a great idea.

The PTA funded the kitchen cake sale, so could have something similar. Monday 3 November. Maybe have dress up day - pyjamas, something starting with A, rainbow dress-ups. Parents be invited and have a coffee morning.

### Other Events:

- Talked about different events during year, and need volunteers. “Easy fundraising”. Sign up and spend usual amounts then supplier will provide donations and each supplier has a different rate.
- Website - hopefully up in next week or two. Agendas, minutes, details about events, coffee mornings, photos of class reps.
- Maybe put information in newsletter to ask for help or ideas. Definitely try to feedback to parents regarding money being raised and how it is being spent. Hope to get system through newsletter and website.
- Emma - netball posts. Can someone source them? Jess can do that. Jen and Lara will follow up with Jess. Jess emails office.
- Mobile coffee shop at the rec ... Work intensive for adults if student council organised. Maybe get mobile van to come and could arrange.
- Christmas trees for sale??

Please hand in suggestion forms to Jen and Lara or office.

## Phil and Jim PTA annual report for the year 2013-2014

The Parents Teachers Association (PTA) exists to provide a range of interesting ways for Phil and Jim parents to socialize and network via social and educational functions. It also aims to strengthen the existing ties between parents, teachers and pupils by ensuring that all 3 groups have simultaneous access to, or involvement in, at least some of those functions. It also provides a financial support to the school by fundraising events all over the year.

The PTA had got off to a fantastic start with fundraising and keep it up all year long:

- £3300 at the **Charity Auction**, thanks to the support of parents, teachers and the generosity of our local businesses. Thanks to Camille, Joy and Sophie the auction was enjoyed by lots of parents and teachers.
- £495 from the **Christmas Bazaar**. The children really enjoyed doing their own Christmas shopping while raising money for the school. Lots of parents came to help make the bazar a success and a special thanks to Lisa, Maribel, Camille and all the team who made this event a success.
- £ 1748 from the **school calendar**. The beautiful calendar is used and enjoyed all year long by children, parents and teachers. A special thanks to Joy for the design, Jill for the admin and Laura for the pictures.
- £335 from the beautiful **Christmas cards** your children made. The Xmas cards show the talent, creativity and originality of Phil and Jim students.
- ca £1800 from **class cake sales**. Money raised from cake sales go straight to the classroom so the teachers can buy what they need. Thanks for all you do to make each cake sale a success!
- £330 from our **link with Amazon**. When you access Amazon through the PTA website, our school gets a percentage of the sale!
- £1110 from the **Quiz night**. The quiz orchestrated by our quiz masters James and Matt is always a highlight in the school life and enjoyed by more than 100 parents and teachers. This year, Ruth for the Jericho Café provided the delicious lasagna served by Lisa, Sophie and Jill.
- £476 from the **Mother Day Breakfast** organized in style by Florence. This tremendous figure wouldn't have been possible without the donations of local companies.
- £2265 from **the Nearly New Sale**. The NNS was reintroduced and given a new life thanks to the incredible tenacity of Jen, Lara, Emma, Mel, Sarah, Gemma and Delia.
- £ 6223 from our **Summer Fete** adored by the children. A huge THANK YOU to Jill and Lisa who pulled all the strength to make the fete a really enjoyable time for our children.
- £ 2000 from a very generous donor

With the money we have raised thanks to your contributions, effort and ongoing support and generous donor, the PTA has been able to contribute:

- £2500 for a **new book scheme** programme called Project X. This is an amazing new character adventure series that really engages today's readers and supports phonic skills, comprehension and language enrichment for all pupils including struggling readers.
- £1600 for **Mathletics** an inspiring and engaging online platform that can be used at school and home for improving and reinforcing maths skills.
- £2000 for our new **kitchen** that has been used and enjoyed all year round by the children.
- £2000 for the **nurture shed** to help even further the children with special educational needs. The shed will provide an environment dedicated to suit the needs of all at Phil and Jim.
- £1300 for the **school bus**

A **spending plan** was agreed unanimously at the PTA meeting of 13 May 2014:

- £7,000 for **the mound** and **triangle space**, 2 amazing project in the future of the school.
- £1,600 for excess on residentials.
- £1300 for the life bus

We would like to say from the bottom of our heart a huge thank you to Emma, Alex and Lisa. Emma is our class rep coordinator and volunteer extraordinaire. Alex is our treasurer and her work is so important but always in the back line. Lisa is our secretary producing clear, concise and straight forwards minutes in no time.

We are very excited about what we've been able to accomplish this year. 2013/2014 was full of activities, discoveries and fun at Phil & Jim with the ongoing work and collaboration of children, parents and teachers.

The PTA functions because of the effort put by all from the chairs, treasurer, class rep coordinator and secretary to all the parents involved to a certain degree or another. It is hard work and for many this means spending a lot of precious minutes away from your families planning, advertising, getting sponsors, rounding up volunteers and working your tails off making sure every detail is sorted for your event.

The PTA is a team work and all together with our combined skills, gifts and passion we make sure that we enrich our school benefiting for pupils, teachers and parents.

The PTA is going to continue to thrive with our new chairs Jen and Lara to whom we wish all the best for this coming year 2014/2015

Sophie Heard and Jill Hardin