

**SS PHILIP & JAMES PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION (PTA)
REGISTERED CHARITY NO. 1121283
MINUTES OF ANNUAL GENERAL MEETING
20 SEPTEMBER 2016**

Attendance: Emma Dadson, Lara Stokes, Jen Ingham, Tania Wilson, Lisa Guppy, Irene Conway, Jo Reeder, Zoe Banfield, Emma Ghobrial, Sarah Drake, Silna Hepburn, Petra Martinovic, David Morris, Yvonne Pinner, Ruth Dorso, Ben Mahony, Genevieve Atkinson, Anna Nileswhar, Emma Compton-Burnett, Beth Briant, Iain Fisher, Jiming Zhn, Jen Watkiss, Adriana Jacobs, Adriana Odoj, Sarah Griffiths, Farah Sederman, Richard Sederman, Paul Hartle, Katherine Hartle, Lisa Dilling, Marilia Arezes

1. Welcome and apologies

Welcome to all from Lara and Jen (including introduction to current Committee – Jen, Lara, Tania, Lisa and Emma
Apologies: Ruth Nossek.

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:

- Classlist trial – this was a trial over the last 12 months and in general we have found it to be successful with approximately 70% take-up by parents. In general is safer way to store and access contact information. We have decided to continue with classlist for the future as it works well.

4. Chair's report 2015/16

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

- the goal of the PTA to encourage relationships through the parents and teachers and build our school community.
- All of the parents and teachers are automatically members of the PTA.
- Some of the accomplishments during the year included successful events such as Summer Fete and Quiz Night.

We have thanked numerous people who have helped throughout the year, but would like to extend a special thank-you to everyone who has been a class rep throughout the last year. Class Reps have all done a fantastic job in helping the PTA especially with updates, news and announcements. A big thank you to each of them!

5. Treasurer's report 2015/16

Tania presented the Treasurer's Report being the draft and unaudited accounts for the financial year ended 31 August 2016. A copy of the report is attached. Tania highlighted

- EasyFundraising – discussed how purchasing on-line can raise money for the PTA – retailers give a donation to your allocated charity (ie Phil & Jims PTA). It's easy to sign up with the web-site and there are thousands of retailers. Please consider signing up.
- Approx £16,400 surplus. Total grants £31,310. Unusual for grants to exceed surplus but was money in bank which had been saving for particular project – "the mound".
- Other projects which spent money raised included playground markings, maths workbook and mymaths.

6. Appointment of an Independent Examiner of the Accounts for the year ended 31 August 2016

Tania proposed that we appoint Nigel Johnson as the Independent Examiner for the year ended 31 August 2016. 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

Thank you very much to PTA and to parents for coming to the AGM and to the curriculum evenings. Irene introduced some other “team members” – Yvonne Pinner who is a governor (she is at school most days and if anyone wants to talk about the governors and how they work, Yvonne is happy to help), Jo Reeder and Zoe Banfield (Assistant Head Teachers – both new to the school but already doing a tremendous job and also available if you have any questions).

PTA help the school in so many ways but especially with improving communication – both by letting us know if there are any issues and by some members being on the Governor’s Communication Panel.

School runs as teams – Pink, Blue and Lilac and we like to think that all of the parents are also members of those teams. We like to focus on the idea of “doing things even better”, so we can add on each year and continue to improve our school. Eg something that has really helped was the Project Co-ordinator which has helped achieve many projects including the mound and the door to the Nursery/Rainbow Room. It is difficult to find the capacity to contact and manage to liaise with builders and Becky Chamberlain was extremely successful in the role and helped us to complete these projects. The PTA also helps to share expertise, facilitate different projects and foster the community spirit. We are all here for the children and everything we do is to help make the children’s time at school better, so we appreciate the things that are also just for enjoyment such as the bazaar and the Santa visits. The PTA also helps with making residentials available to all students but providing subsidies for anyone who needs it.

Irene thanked a number of parents:

Sarah Griffiths – in particular for taking the Aristotle Cup and making it an even more amazing event.

Camille Hallo – in particular for her artistic flair and creating visions of loveliness especially noted at the Mother’s Day Breakfast and Santa’s Grotto.

Ruth Dorso – in particular for taking on the organisation of the PE Kit which has been a tremendous success

Jen Watkiss – for all of her help and assistance with technology and communications.

Tania Wilson – for her great job in sorting out the financial accounts as Treasurer.

Emma Dadson – Class Rep Co-ordinator – and always in contact wherever she is travelling.

Lisa Guppy – Secretary and always being here and generally helping in many ways around the school.

Jen & Lara – amazing job as Co-Chairs and really made a difference!

8. Election of officers and trustees of the Committee

All of committee stood down from roles. Tania Wilson has decided not to seek re-election in her position as Treasurer. We’d like to thank Tania for her commitment and all her efforts in working on the PTA accounts over the last 2 years.

Jen Watkiss made the following nominations and all of the nominees consented to the nomination:

Chairs - Jen Ingham and Lara Stokes

Secretary - Lisa Guppy

Treasurer – Ruth Dorso

Class Rep Co-ordinator – Anna Nileshtar

Project Co-ordinator - Emma Dadson

Genevieve Atkinson 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 Anna generally, especially with the sending out of PTA emails.

If anyone is keen to be involved, these are possible roles where you are not formally part of the Committee and can easily be done “after-hours”.

- It would be great to have an EYFS parent involved.

10. Comments/Suggestions/Opinions from the parents regarding PTA activities for 2015/16

Our current surplus is approximately £8,000 and we need to keep a balance of approximately £2,000, so we are looking for suggestions or ideas as to how to spend the money raised. Most of the money we will raise this year will be in the second half of the year with the NNS and Summer Fete, but it is good to have projects to use as a focus and to work towards. If anyone has any ideas for projects, then please let any of the Committee know.

Discussed proposed events for the year – at this stage we will look to do similar things to last year. If anyone has any ideas, please let us know. It would be great if you have an idea to also consider how it will be implemented and whether there is someone who can volunteer to run it.

11. Any other Business

There being no further business, the meeting was closed.

Thank you very much for coming.