

PTFA Annual General Meeting Held on 11th October 2018

Held at: The Swan, Woburn Sands, MK17 8RH.



Present:

Lisa (LS)
Fiona (FC)
Claire (CS)
Sarah (SD)
Sarah (SA)
Liz (LL)
Claire (CP)
Yulia (YE)
Marian (MP)
Amanda (AH)

Celia (CM)
Catherine (CMO)
Patricia (PC)
Alex (AC)
Lyndsay (LP)
Rob (RP)
Leila (LB)
Victoria (VW)
Donna (DM)
Claire (CL)

No.	Subject	Lead
1.	Apologies Apologies were received by Deki Hawthorn	FC
2.	Welcome Welcome to everyone and thank you to MP for organising the meeting.	FC
3.	Minutes of the AGM Meeting Held on 12th October 2017 Accepted as a true and accurate record.	All



No.	Subject	Lead
4.	<p data-bbox="199 257 630 291">End of Year Review 2017-2018</p> <p data-bbox="199 313 343 347">Overview</p> <p data-bbox="199 392 1364 504">We have had a fantastic year fundraising for the school with a huge £18,795.59 raised. A big thank you to everyone who has played a part in raising such a huge amount of money.</p> <p data-bbox="199 526 1356 627">We have raised this through traditional events such as coffee mornings, quiz nights and bingo, the famous mulled wine stall and the sports day stall. However, we have managed to secure new funding areas as follows:</p> <ul data-bbox="247 649 1364 1321" style="list-style-type: none"><li data-bbox="247 649 1364 929">- External fundraising team – consisting of Sarah, Sarah and Jill, they targeted companies and associations for Grants. They identified 40 opportunities with 2 successes, 2 ongoing, 5 no responses, and 3 No. Achieving £2.8k to cover costs of iPads, donation of 30 Kindle Fire's from Love Woburn Sands, £3.5k for an outdoor reading area and a Toy Donation for Secret Santa from Frosts for 2018. The hard work the team have put in behind the scenes can now be seen in tangible learning devices for the children.<li data-bbox="247 952 1364 1086">- Happy's circus came to town and despite the British weather, everyone had a fantastic time and we managed to raise a whopping £4k after all costs. The Circus sub-committee worked really hard in the run up to the event<li data-bbox="247 1108 1364 1321">- Match-funding is a new, very simple way of maximising the profit we make from our key events that many people may not be aware that is available to them. Many companies offer a match funding offer to employees where they will contribute towards charitable events that their employee is involved in. This has contributed £1.2k this year – thank you to those who have helped make this happen	



5. Treasurers Report

5.1 Year End is to the 31st August 2018.

Raised **£18,795.59** in total this last year.

September 2017 To July 2018 Top Events

Event	Money Raised
Circus	£4,022.51
School Sports Day	£1,620.86
Mulled Wine Stall	£1,436.99
Coffee & Cake sales	£946.60
Quiz night	£927.09
School Discos	£889.75
Bingo Night	£819

Other Key Fundraising Activities

Activity	Money Raised
Donations	£2,798.55
Match-funding	£1,250
110 Club	£501.10
Tea towels	£483.70
Christmas DVD Sponsorship	£450
Christmas DVDs	£274.50
Christmas Cards	£204

See the PowerPoint presentation for further details.

A big thank you to all of our fundraisers; it's been another fantastic year!



PTFA Spending To Support School

Pledge	Money Spent
Christmas Pantomime	£4,580
In school experiences	£1,395
Picnic Tables/Benches	£600.83
Science Week	£550
Lawn repair	£459
Sports Equipment	£385.22
Sports Bibs	£369.99
School Trips	£338.63
Year 4 Leaver's Books	£280
Year 4 Leaver's Disco	£268.31
Busy Bees Christmas Party	£150
Busy Bees Toys	£24
Poppy Appeal Wreath	£20
Year 4 Leaver's Hoodies	(£49)
Total	£9,381.98

See the PowerPoint presentation for further details.

5.2 Appointment of Independent Examiner
Tracey Viner, FCA qualified, has kindly agreed to examine the accounts for the year ending 31st August 2018.

6 Fundraising Priorities 2018/19
Top 5:

1. Fully funded Pantomime for the whole school Jan 2019
2. Sports and PE Equipment (swimming pool steps pledged)
3. Electronic Whiteboards
4. In School Experiences by external professionals
5. Adventure playground and all weather running track



7. Planned Events

Please encourage parental support to help to organise these forthcoming events: mulled wine (red wine and mince pie donations will be needed as well as volunteers to help on the day), and coffee mornings/afternoons.

Autumn Term Event	Date
School Photos – 9 to 11.30am - PTFA support	15 th October
Christmas Cards	29 th October
School Disco	9 th November
Busy Bees Coffee Afternoon	6 th November
Remembrance Day Parade, Woburn Sands - School pupils laying wreath	11 th November
Y1 Coffee Afternoon	TBC
Mulled Wine Stall	25 th November
MK Lightning	1 st December
Christmas Play DVDs	December
Secret Santa	14 th December



9.

Committee Members

- **Chair:** Lisa Steel (nominated by FC, seconded by CL)
- **Vice Chair:** Claire Page (nominated by MP, seconded by FC)
- **Treasurer:** Claire Sim (nominated by CMO, seconded by MP)
- **Secretary:** Amanda Holder (nominated by FC, seconded by LL)
Liz Lowi (nominated by LS, seconded by FC)
- **110 Club:** Stacey Gunther (nominated by LL, seconded by MP)
- **School Clubs:** Caroline Northey (nominated by LS, seconded by MP)
Ali Gallacher (nominated by LS, seconded by MP)
- **Newsletter Editor:** Caroline Bennett (nominated by LS, seconded by CP)
Natasha Solesbury (nominated by LS, seconded by CP)
- **Communications**
Webpage: Lyndsey Plumbly (nominated by FC, seconded by LS)
Email: Catherine Moore (nominated by FC, seconded by CP)
Facebook: Julia Harrington (nominated by FC, seconded by CP)
Email Database: Catherine Moore (nominated by FC, seconded by MP)
- **Events:** Niki Patel (nominated by FC, seconded by CMO)
Saima Hussain (nominated by LS, seconded by CL)
Donna Moore (nominated by CMO, seconded by CP)

A number of other people volunteered to support various events throughout the year.

- **External Relationships:** Sarah Drea (nominated by SA, seconded by SD)
Sarah Amexheta (nominated by SD, seconded by FC)
Jill Gentle (nominated by SA, seconded by SD)
- **Lost Property:** no longer owned by the PTFA
- **School Liason:** Lisa Steel (nominated by CM, seconded by MP)
Fiona (nominated by CP, seconded by MP)

Year reps



BB Hayley O'Brien (nominated by CP, seconded by LS)

Nicola Murphy (nominated by LS, seconded by FC)

Foundation Jules Harrington (nominated by LS, seconded by CMO)

Helen Kirby (nominated by FC, seconded by CMO)

Year 1 Catherine Moore (nominated by LS, seconded by CP)

Alison Green (nominated by LS, seconded by LM)

Year 2 Claire Lycett (nominated by CMO, seconded by FC)

Niki Patel (nominated by MP, seconded by CP)

Year 3 Claire Sim (nominated by CP, seconded by FC)

Caroline Bennett (nominated by LS, seconded by CMO)

Year 4 Liz Lowi (nominated by MP, seconded by CP)

Marian Powell (nominated by CM, seconded by CMO)

Resignations

- **Co-Chair:** Fiona Cavanagh
- **Co-Secretary:** Deki Hawthorn
- **Webpage:** Marian Powell
- **Email:** Liz Lowi
- **Facebook:** Celia Mardon

New Appointments

- **Co-Chair:** Claire Page
- **Co-Secretary:** Liz Lowi
- **110 Club:** Stacey Gunther
- **Webpage:** Lyndsey Plumbly
- **Email:** Catherine Moore
- **Facebook:** Julia Harrington



<p>10.</p>	<p>Special Thanks From the PTFA</p> <ul style="list-style-type: none"> • Thank you to MP for her hospitality at the Swan and arranging the event. • A big thank you to the external fundraising team – without their work and support behind the scenes, then we wouldn't have been able to raise half the funds this year or secure iPads or kindle fires for the school • Thank you to everyone for coming to the AGM tonight, it is very much appreciated and great to see lots of new faces. Without the support of new helpers, it will be difficult to raise the important funds that our children benefit from. • Thank you to the extended PTFA team and to everyone involved in the school that help us run or attend successful events such as coffee mornings, sports Day the mulled wine stall and many others – without your continued support, these events would be difficult to run. • Thank you to Kim and Greg for coming to the meetings over the last year and helping us to achieve some of our key events such as Mother's Day assemblies. Thank you to the staff at the school for supporting our many events and to Hobbs Catering for the hard work they put into our Mother's and Father's Day events. • Please don't stop volunteering - there's another exciting year ahead for us all to enjoy and to continue to enrich our children's time at Swallowfield! 	
<p>11.</p>	<p>Special Thanks From The School</p> <p>A big thank you from the children and staff at Swallowfield for all of the wonderful things that the PTFA have bought over the last year.</p>	<p>KB</p>
<p>12.</p>	<p>Next Meeting</p> <p>Tuesday 6th November 2018 - Swallowfield Lower School at 7.30pm.</p> <p>Future Meetings</p> <p>Tuesday 15th January 2019 - Swallowfield Lower School</p> <p>Thursday 21st February 2019 - TBC</p> <p>Tuesday 26th March 2019 - Swallowfield Lower School</p> <p>Monday 20th May 2019 - TBC</p> <p>Tuesday 2nd July 2019 - Swallowfield Lower School</p>	<p>FC</p>