



## PTFA Annual General Meeting Held on 12<sup>th</sup> October 2017

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

### Present:

Lisa Steel (LS)  
 Fiona Cavanagh (FC)  
 Claire Sim (CS)  
 Sarah Drea (SD)  
 Claire Jenner (CJ)  
 Deki Hathorn (DH)  
 Jill Gentle (JG)  
 Sarah Amexheta (SA)  
 Liz Lowi (LL)  
 Caroline Norford (CN)  
 Claire Page (CP)

Yulia Eldridge (YE)  
 Lucy Bradban (LB)  
 Marian Powell (MP)  
 Amanda Holder (AH)  
 Kim Brewer (KB)  
 Greg McGill (GM)  
 Hayley O'Brien (HB)  
 Caroline Bennett (CB)  
 Catherine Moore (CM)  
 Niki O'Dea-Patel (NP)

No.	Subject	Lead
1.	<b>Apologies</b> Stacey Gunther, Julia Murphy, Liz Clark, Natasha Solesbury, Saima Hussain, Claire Lycett	FC
2.	<b>Welcome</b> Welcome to everyone and thank you to MP for organising the meeting.	FC
3.	<b>Minutes of the AGM Meeting Held on 13th October 2016</b> Accepted as a true and accurate record.	FC
4.	<b>End of Year Review 2016-2017</b> Almost £9,000 has been raised over this last year. Well done and thank you to everyone involved! This money has been raised from coffee mornings, bingo, discos, the quiz night, the mulled wine stall, sports days, mother's day assemblies, the ice hockey event, Christmas DVDs, and the 110 club. There have also been non-profit making events that we have organised: Secret Santa, Yr4 Leaver's disco, parent social events, and supporting local charities.  We have also helped to organise school clubs which are ongoing: sewing, guitar, piano, teddy tennis and football. We also have links to music groups with the Woburn Sands Band. See the PowerPoint presentation for further details.  Following the Yr4 Leaver's disco last July, the children wrote personalised thank you notes for the PTFA which were very much appreciated. Some of these are displayed on the noticeboard.	FC



**5. Treasurers Report**

FC

5.1 Year End is to the 31<sup>st</sup> August 2017.  
Raised **£8830.34** in total this last year.

**September 2016 To July 2017 Events**

FC

Event	Money Raised
Mulled Wine Stall	£786.20
School Discos	£874.75
Quiz night	£1089.60
MK Lightning Ice Hockey	£388.50
Father's Day Breakfast	£551.82
Bingo Night	£702.00
School Sports Day	£1094.17

**Other Fundraising Activities**

Activity	Money Raised
Christmas Cards	£221.00
Mother's Day Assemblies	£695.60
Mother's Day Gifts	£96.50
Father's Day Gifts	£59.00
Coffee/cake sales	£633.06
Easy Fundraising	£123.24
110 Club	£418.00
Christmas DVDs	£246.90
Christmas DVD Sponsorship	£450.00
Donations	£400.00

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
School Leaver's Books	£295.00
Foundation School Trips	£200.00
Remembrance Day Wreath	£20.00
Christmas Pantomime	£5353.67
Picnic Tables/Benches	£600.83
Sand Pit	£1995.00
Science Week	£550.00
Exterior Paint for Sign	£16.99
Birthday Cards	£192.00
Year 4 Leaver's Disco	£212.70
Busy Bees Christmas Party	£150.00
Circus Deposit	£78.00
<b>Total</b>	<b>£9664.19</b>

FC

See the PowerPoint presentation for further details.

**5.2 Appointment of Independent Examiner**  
Tracey Viner, Chartered Accountant, has kindly agreed to examine the accounts for the year ending 31<sup>st</sup> August 2017.

FC

**6 Fundraising Priorities 2017/18**  
Top 5:

1. Pantomime Funding/School Trips Subsidy
2. Sports and PE Equipment (swimming pool steps pledged)
3. Technology (Wii/iPads)
4. In School Experiences by external professionals
5. Updates to existing equipment – obstacle course

FC



**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
Mulled Wine Stall	Sunday 26 <sup>th</sup> November 2017
<u>Coffee and Cake Mornings/Afternoons</u>	
<ul style="list-style-type: none"> <li>• Busy Bees - 19<sup>th</sup> October</li> <li>• Year 1 - 15<sup>th</sup> November</li> <li>• Year 3 - 15<sup>th</sup> December</li> </ul>	
Autumn Disco	TBC
Tea Towels and Christmas Cards	Booked
Bingo	TBC
Secret Santa	Friday 15 <sup>th</sup> December 2017
MK Lightning	TBC
Nativity Play DVDS	Booked
Quiz Night	TBC
Mother's Day and Father's Day events	TBC
CIRCUS	Friday 27 <sup>th</sup> April 2018

**8. Communications Changes**

The PTFA has introduced a short highlight update after each meeting that goes out by email and on facebook. If you would like to be added to the database please email [swallowfieldptfa@hotmail.co.uk](mailto:swallowfieldptfa@hotmail.co.uk).

Looking at PTA App for the future.

The PTFA continues to use Facebook, Website, Email, App and the regular Newsletter.

FC



9.

### Committee Members

- **Chair:** Lisa Steel (nominated by MP, seconded by FC)
- **Vice Chair:** Fiona Cavanagh (nominated by CS, seconded by CM)
- **Treasurer:** Claire Sim (nominated by FC, seconded by CB)
- **Secretary:** Amanda Holder (nominated by HO, seconded by CB)  
Sarah Drea (nominated by LS, seconded by LL)
- **110 Club:** Hilary Cox (nominated by MP, seconded by NP)  
  
Hayley O'Brien has agreed to take on 110 club over the course of this academic year in readiness for next academic year when Hilary moves on.
- **School Clubs:** Caroline Northey (nominated by FC, seconded by LL)  
Ali Gallacher (nominated by FC, seconded by LL)
- **Newsletter Editor:** Caroline Bennett (nominated by LS, seconded by CP)  
Natasha Solesbury (nominated by LS, seconded by CP)
- **Communications**  
**Webpage:** Marian Powell (nominated by CS, seconded by HO)  
**Email:** Liz Lowi (nominated by CS, seconded by HO)  
**Facebook:** Celia Mardon (nominated by CS, seconded by HO)  
**Email Database:** Catherine Moore (nominated by CS, seconded by HO)
- **Events:** Niki Patel (nominated by FC, seconded by AH)  
Saima Hussain (nominated by FC, seconded by AH)
- **External Relationships:** TBC

LS proposed to add some increased focus to this role and is currently discussing it with a parent/s who may be able to take the role forward for us. There are an increasing number of opportunities for us to leverage external relationships and initiatives to further support our fundraising for the school. This includes our relationship with Love Woburn Sands, easy fundraising, stampstastic, as well as local shops e.g. Co-op and Tesco. It also would include leveraging our links with blue chip organisations to benefit from their match funding schemes and volunteering schemes and as well as exploring local grants available to charities in the area. It was also discussed to find a way to engage with parents and their networks so we can understand what knowledge and experience could be available to us to tap in to e.g. To come in and talk to the children about particular jobs or hobbies and also to be able to engage with people if they work for a large organisation that supports charities through match funding. **CP** is going to work on a piece of



	<p>communication to go out so that we can collate this information and develop the relationships.</p> <ul style="list-style-type: none"> <li>• <b><u>Lost Property: Hilary Cox (nominated by CM, seconded by CS)</u></b></li> </ul> <p><b>Resignations</b></p> <ul style="list-style-type: none"> <li>• <b>Co-Secretary:</b> Ali Gallacher</li> <li>• <b>External Relationships:</b> Hayley O'Brien</li> </ul> <p><b>New Appointments</b></p> <ul style="list-style-type: none"> <li>• <b>Co-Secretary:</b> Amanda Holder</li> </ul>	
<p>10.</p>	<p><b>Special Thanks From the PTFA</b></p> <ul style="list-style-type: none"> <li>• Thank you to MP for her hospitality at the Swan and arranging the event.</li> <li>• Thank you to everyone for coming along to the AGM tonight, it is much appreciated. Thank you for everything that everyone has done over the last year - whether helping prepare or run an event or coming along to an event and supporting us.</li> <li>• Thanks to Kim, Helen 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.</li> <li>• 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!</li> </ul>	<p>LS</p>
<p>11.</p>	<p><b>Special Thanks From The School</b></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>



12.

**Next Meeting**

Thursday 9th November 2017, Niki O'Dea-Patel's House, at 7.30pm.

**Future Meetings**

Thursday 11th January 2018

Tuesday 27th February 2018

Monday 23rd April 2018

Tuesday 5th June 2018

Tuesday 3rd July 2018

