

PTFA Annual General Meeting Held on 13th October 2016

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



Present:

Lisa Steel (LS)
 Fiona Cavanagh (FC)
 Claire Sim (CS)
 Sally Millett (SM)
 Ali Gallacher (AG)
 Liz Lowi (LL)
 Catherine Wilkins (CW)
 Celia Mardon (CM)
 Clare Lycett (CL)
 Liz Clark (LC)
 Sarah Drea (SD)

Jill Gentle (JG)
 Sarah Amexheta (SA)
 Jo Bird (JB)
 Saima Hussain (SH)
 Amanda Hurst (AH)
 Marian Powell (MP)
 Catherine Moore (CMo)
 Alison Holder (AH)
 Katy Smith (KS)
 Helen Woodman (HW)
 Kim Brewer (KB)

No.	Subject	Lead
1.	<p>Apologies</p> <p>Becs Coles, Helen Kirby, Natasha Solesbury, Sarah Barnes, Hayley O'Brien, Stephanie Campbell, Sarah Anstee, Niki Patel.</p>	FC
2.	<p>Welcome</p> <p>Welcome to everyone and thank you to CW for organising the meeting arrangements with MP.</p>	FC
3.	<p>Minutes of the AGM Meeting Held on 15th October 2015</p> <p>Accepted as a true and accurate record.</p>	FC
4.	<p>End of Year Review 2015-2016</p> <p>Almost £11,500 has been raised over this last year. Well done and thank you to everyone involved! This money has been raised from coffee mornings, discos, the quiz night, the mulled wine stall, sports days, mother's day assemblies, the ice hockey event, Christmas DVDs, the golf day, tea towel sales, easyfundraising, 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, and football. We also have links to music groups with the Woburn Sands Band. See the PowerPoint presentation for further details.</p> <p>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 were printed in the summer newsletter.</p>	FC



CS

5. Treasurers Report5.1 Year End is to the 31st August 2016.

Raising £11,471.07 in total this last year we've finished the financial year with a balance of £9255.57.

CS

September 2015 To July 2016 Events

Event	Money Raised
Mulled Wine Stall	£709.00
School Discos	£905.50
Quiz night	£1254.80
MK Lightning Ice Hockey	£505.00
Father's Day Breakfast	£511.00
Golf Day	£175
School Sports Day	£1164.34

Other Fundraising Activities

Activity	Money Raised
Christmas Cards	£237.00
Mother's Day Assemblies	£722.66
Mother's Day Gifts	£71.60
Coffee/cake sales	£686.10
Easy Fundraising	£1252.87
Teatowel Sales	£664.65
Micro Scooters	£43.45
Easy2 Name labels	£22.49
110 Club	£425.00
Christmas DVDs	£338.25
Christmas DVD Sponsorship	£450.00
Donations	£306.10
'White On Blue' Photo Shoot	£36.00
School Sports Day Auction	£580.00
Stamptastic	£50.10

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
Library Bus Refurbishment	£2306.60
Swimming Pool Liner	£4319.75
School Leaver's Books	£350.00
School Trips Contribution	£258.61
Remembrance Day Wreath	£20.00
Playground Markings	£2000.00
A second Learning Lodge	£12540.00
Busy Bees Playhouse	£350.00

CS

See the PowerPoint presentation for further details.

5.2 Appointment of Independent Examiner
 Kate Mulhearn, Chartered Accountant, has kindly agreed to examine the accounts for the year ending 31st August 2016.

CS

6. Future Events

Over the last few years the PTFA has worked hard to fund a number of important projects for the school such as learning lodges, playground markings, swimming pool liner, and the library bus. The school has also been able to manage their budgets to be able to afford to do some of the critical maintenance work that has needed doing e.g. toilets being replaced, replacing pathways into school etc. As a consequence, the PTFA are now able to spend the next year focusing on delivering events, and fundraising for more value-added resources and activities, rather than meeting some of the more critical needs of the school. As a result we need your feedback and involvement to help us to plan what the priority goals should be for us to fundraise towards. We are keen to find out what you and your child/ children would love to see at school, whether it's a giant sand pit or more activities.

LS

6.1 Pupil and Parents' Feedback

So that we can make sure our fundraising plans reflect your opinions we will be gathering feedback in a variety of ways: parents will see feedback forms to complete at parents evenings, the children will be asked for their input via the School Parliament, and finally once this information is all collated we will summarise the top 10/20 ideas and then vote for these on the strength of feeling for each of them via the Swallowfield App. Hopefully then we will have a clear wish list from the parents and children (of things that we can then work on with, and for, the school. Please encourage everyone to have their say - both parents, friends, and teachers. Any idea is welcomed however big or small!

LS



6.2 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), bingo, and coffee mornings/afternoons.

LS

Autumn Term Event	Date
Mulled Wine Stall	Sunday 27 th November 2016
<u>Coffee and Cake Mornings/Afternoons</u>	
<ul style="list-style-type: none"> • Busy Bees - Monday 21st November, timing tbc • Foundation - Friday 21st October at 2.30pm • Year 1 - Tuesday 8th November, timing tbc • Years 2, 3, 4 - awaiting confirmation as to whether a coffee morning/afternoon is required. 	
Autumn Disco	Friday 11 th November 2016
Bingo	Friday 18 th November 2016
Christmas Cards	Date tbc
Secret Santa	Friday 9 th December 2016

7. School Wish List

In line with the plans outlined in section 6, school also have a wish list of things that they suggest we can support with.

KB

- Pantomime Trip
We have already agreed to fund the majority of the Panto trip for children in Foundation, and Years 1 to 4, on the 13th and 14th December 2016. The PTFA have pledged £4335.00 to subsidise the cost of a ticket and coach travel to and from the theatre for every child, which is based on the parents of every child paying £5 for a ticket.
- Outdoor Sandpit, Benches, And Tables
The school have also suggested an outdoor sandpit and outdoor benches and tables for which we have already gathered some quotes. However we will put these items on hold whilst we gather the parent and child feedback detailed in section 6 so that we can fund the things that have been most requested by parents and children before committing more money to these.



<p>8.</p>	<p>Current Committee Members</p> <ul style="list-style-type: none"> • <u>Chair:</u> Lisa Steel (nominated by FC, seconded by LL) • <u>Vice Chair:</u> Fiona Cavanagh (nominated by LS, seconded by CL) • <u>Treasurer:</u> Claire Sim (nominated by SM, seconded by CW) • <u>Secretary:</u> Ali Gallacher (nominated by LS, seconded by LL) Sarah Drea (nominated by FC, seconded by CS) • <u>110 Club:</u> Hilary Cox (nominated by FC, seconded by LS) • <u>School Clubs:</u> Caroline Northey (nominated by LC, seconded by CM) Ali Gallacher (nominated by LL, seconded by SM) • <u>Newsletter Editor:</u> Caroline Bennett (nominated by LS, seconded by FC) Natasha Solesbury (nominated by CW, seconded by CS) (Tracey Viner will be supporting. Nomination not needed) • <u>Communications</u> Webpage: Sally Millett resigned. MP volunteered (nominated by SM, seconded by LS) Email: Liz Lowi (nominated by SM, seconded by CMO) Facebook: Celia Mardon (nominated by CL, seconded by CMO) Email Database: Catherine Moore (nominated by LL, seconded by LS) • <u>Events:</u> Niki Patel (nominated by FC, seconded by CW) Catherine Wilkins has been helping to organise events but expressed an interest in involving other volunteers for this role. SH volunteered to help out with any events Niki or anyone else may need support with (nominated by FC, seconded by CS) • <u>External Relationships:</u> Hayley O'Brien (nominated by LS, seconded by LC) • <u>Lost Property:</u> Hilary Cox (nominated by LS, seconded by LL) 	<p>LS</p>
<p>9.</p>	<p>Resignations – see section 8.</p> <ul style="list-style-type: none"> • Webpage Communications: Sally Millett 	<p>LS</p>



9.1	<p>New Appointments – see section 8.</p> <ul style="list-style-type: none"> • Webpage Communications: Marian Powell • Events: Saima Hussain volunteered to support any events Niki or anyone else may need support with. 	
10.	<p>Special Thanks From the PTFA</p> <ul style="list-style-type: none"> • Thank you to Marian for her massive hospitality at the Swan. • Thank you to Catherine for organising the venue for the AGM. • Thank you to Sally for volunteering in a number of different key roles over many years. • 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. Thanks to Kim and Helen 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! 	LS
10.1	<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>	KB
11.	<p>Next Meeting</p> <p>Tuesday 8th November 2016, at Swallowfield Lower School, at 7.30pm.</p> <p>Future Meetings</p> <ul style="list-style-type: none"> • Thursday 12th January 2017 • Tuesday 28th February 2017 • Tuesday 25th April 2017 • Monday 12th June 2017 • Tuesday 18th July 2017 	LS