



# PTFA Annual General Meeting Held on 15<sup>th</sup> October 2015

Held at: Nonna's, Woburn Sands.

**Present:**

Becs Coles (BC)  
 Claire Sim (CSim)  
 Claire Smith (CS)  
 Sally Millett (SM)  
 Niki O'Dea Patel (NP)  
 Rachael Connall (RC)  
 Ali Gallacher (AG),  
 Lisa Steel (LS)  
 Sarah Payne (SP)  
 Karen McGregor (KM)  
 Liz Lowi (LL)

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Sarah Anstee (SA)  
 Hayley O'Brien (HOB),  
 Fiona Cavanagh (FC)  
 Catherine Wilkins (CW)  
 Caroline Bennett (CB)  
 Celia Mardon (CM)  
 Caroline Stead (CS)  
 Stacey Gunther (SG)  
 Sarah Barnes (SB)  
 Helen Kirby (HK)  
 Clare Lycett (CL),

No.	Subject	Lead
1.	<b>Apologies</b> Hillary Cox (HC), Louisa Thomas (LT), Kim Brewer (KB) and Lynn Holmes (LH)	
2.	<b>Welcome</b> Welcome to all and thank you to CW for organising Nonna's.	
3.	<b>Minutes of the Meeting Held on 23<sup>rd</sup> October 2014</b> Accepted as a true and accurate record.	
4.	<b>End of Year Review 2014-2015</b> A brief presentation was given by some of the committee members. Thank you to SA for helping to produce the PowerPoint presentation.  Various events were discussed with fundraising totals and numerous people thanked for their contribution, please see below. Other PTFA achievements have included organising successful parent social events and raising PTFA awareness at school transfer day. The PTFA have also supported local charities and have forged some useful links with organisations e.g. Woburn Sands Band and MK Dons through provision of extra-curricular clubs..	<b>CS</b> <b>BC</b> <b>RC</b> <b>SM</b>



5.

## Treasurers Report

Year End - 31<sup>st</sup> August 2015

Me again – can't believe my **fourth** term as PTFA Treasurer has passed and what another fun and fabulous fundraising year it's been. Raising £10465.39 in total this year we've finished the financial year with a balance of £20387.22. Here are just a few of the activities that raised a lot of cash for the PTFA.

CSim

### Previously run events

- Christmas Carnival      £1027.88 special thanks to Becs and all the volunteers
- Quiz night -                      £1065.64 special thanks to Niki, Ian White and the bar s  
staff
- School discos                      £899.50 special thanks to Niki
- Sports Day                      £1219.58 special thanks to Niki, Clare Lycett and Becs
- Secret Santa                      £117.71 (Donated to School Parliament)

### New events

- Unique Boutique                      £687.34 special thanks to Lorraine
- Fathers Day Breakfast      £505.30 special thanks to Louisa & Sally
- Sports Day Silent  
Auction                      £1013.75 special thanks to Hayley

### We also raised money from:

- Christmas Cards                      £238.00
- Mother's Day Gifts                      £41.50
- Father's Day Gifts                      £20.25
- Coffee/cake sales                      £308.64
- Easy fundraising -                      £631.03
- Micro Scooters                      £43.45
- Easy2Name                      £87.27
- 110 Club -                      £461.00 special thanks to Hilary
- Christmas DVDs -                      £622.75 special thanks to Mark, Lorraine & Clare

A big thank you to all our fundraisers, another fantastic year.



5.1	<p><b><u>How the School has benefited:</u></b></p> <ul style="list-style-type: none"> <li>-Library Bus Refurbishment £2650</li> <li>-School leavers books - £350</li> <li>-School trips contribution £110.20</li> <li>-Sun Shades £5560</li> <li>-Mathletics Subscription £115</li> <li>-Remembrance Day Wreath £20</li> <li>-Refreshments at all key activities</li> </ul> <p>In addition we have pledged to fund a further:</p> <ul style="list-style-type: none"> <li>-Library Bus refurbishment/fit out £2350</li> <li>-2<sup>nd</sup> Learning Lodge £12540</li> <li>-Playground Markings £2000</li> <li>-Busy Bees Playhouse £350</li> </ul>	
5.2	<p><b><u>What we still need to tie up from last year:</u></b></p> <ul style="list-style-type: none"> <li>-New PTFA Gazebo - £319</li> </ul>	
5.3	<p><b><u>Appointment of Independent Examiner</u></b>          Thank you to Kate Mulhearn, Chartered Accountant who examined the accounts for the year ending 31<sup>st</sup> August 2015.</p>	
5.4	<p><b><u>Thoughts for next year to maximise cash flow:</u></b></p> <ul style="list-style-type: none"> <li>-Build on tried and tested profitable events and fully cost any new ideas</li> <li>-Buy more Pimms for sports day and more red wine for the Christmas Carnival, we never seem to have enough!!!</li> <li>-Continue to promote EasyFundraising as it's an easy way to raise funds</li> </ul> <p>Good Luck and have fun!</p>	







<p>9.2</p>	<p><b>Current Incumbents</b></p> <ul style="list-style-type: none"> <li>• Lost Property: <b>Hilary Cox</b></li> <li>• External Relationships: <b>Hayley O'Brien</b></li> <li>• Events: <b>Nicola Patel &amp; Catherine Wilkins</b></li> <li>• Newsletter Editor: <b>Nicola Scholfield</b></li> <li>• School Clubs: <b>Caroline Northey &amp; Ali Gallacher</b></li> <li>• 100 Club: <b>Hilary Cox</b></li> <li>• Treasurer: <b>Claire Sim</b></li> <li>• Secretary: <b>Rachel Connall</b></li> </ul> <p>All above roles were nominated by Becs Coles and seconded by Claire Smith.</p>	
<p>9.3</p>	<p><b>New Appointments</b></p> <ul style="list-style-type: none"> <li>• <b>Communications</b> – Role to be shared between three people. <ul style="list-style-type: none"> <li>Facebook Admin – <b>Celia Mardon</b></li> <li>Email Database – <b>Liz Lowi</b></li> <li>Website Updates – <b>Sally Millett</b></li> </ul> <p>Nominated by Fiona Cavanagh, seconded by Sarah Anstee.</p> </li> <li>▪ <b>Newsletter Designer – Caroline Bennett</b> – nominated by Sally Millett, seconded by Hayley O'Brien.</li> <li>▪ <b>Co-Secretary – Ali Gallacher</b> – nominated by Catherine Wilkins, seconded by Sarah Barnes.</li> <li>▪ <b>Vice-Chair – Lisa Steel and Fiona Cavanagh</b> – nominated by Becs Coles, seconded by Claire Sim.</li> <li>▪ <b>Chair</b> – Position Vacant</li> </ul> <p>LS and FC agreed to take it in turns to chair future meetings and were happy to also take on the school liaison role.</p>	
<p>8.</p>	<p><b>Any Other Business</b></p>	



8.1	<b>Special Thank you to Claire Smith</b> Claire has been paramount in the running of the PTFA for the last 5 years. She has taken on various roles of Secretary, Communications and more recently Vice Chair. The PTFA are unsure how they will function effectively without her so are glad that she will be around as a support mentor until July. Thank you Claire for all your hard work over the years, we hope you enjoy a well-earned rest.	
8.2	<b>Special Thank you to Becs Coles</b> The PTFA are very grateful to Becs in her role as chair for the last two years. It has been tough balancing the role with a full-time job but we all appreciate your efforts. What a successful 24 months of fund-raising it has been.	
8.3	<b>Thank you</b> None of the year's achievements would have been possible without the combined efforts of all the committee members who have all supported in numerous ways. The PTFA are also very grateful for the support of parents, teachers and staff of Swallowfield Lower School.	
9	<b>Next Meeting</b> Monday 23 <sup>rd</sup> November 2015, Hosted by FC, 12 Theydon Avenue, 8pm.	
9.1	<b>Future Meetings</b> <ul style="list-style-type: none"><li>• Thursday 14<sup>th</sup> January 2016</li><li>• Monday 29<sup>th</sup> February 2016</li><li>• Monday 18<sup>th</sup> April 2016</li><li>• Thursday 9<sup>th</sup> June 2016</li><li>• Monday 18<sup>th</sup> July 2016</li><li>• Thursday 15<sup>th</sup> September 2016</li><li>• Thursday 13<sup>th</sup> October 2016 (AGM)</li></ul>	