



Inkersall Primary Academy PTA
Annual general meeting
30th April 2019 4.45pm
At Inkersall Primary Academy (Junior Hall)

Minute taker Jayne Wilson (current PTA secretary)

A list of attendees can be viewed on request.

1, Welcome and introductions

Current Chair, Nicole Browne and Current Vice Chair, Kelly Shorten, welcomed all attendees, to the annual general meeting and introduced the current members of the PTA. Kelly gave a brief overview of the purpose of the meeting and its proposed agenda.

2, The Chair's report and Treasurer's report

Each attendee on signing in, was given a 'meet the team' document, copies of the 'Chair report' and 'treasurers report' were also present on tables for all attendees to read. Kelly reflected on the years achievements and the amount of money that has been raised over the last 12 months, inviting all attendees to read all reports and ask any questions they may have.

2a, Chair Report

Inkersall Primary Academy PTA was formed on 9th January 2018. The first fully elected committee took up post following the first AGM on the 8th June 2018 these were the Chair (Nicole Browne) Vice Chair (Kelly Shorten) Treasurer (Tracey Stowell) Secretary (Jayne Wilson) General committee Members (Lisa Weatherall, Jinny Williams, Kym Wilson & Amy Rodda). Following the resignation of Kym Wilson & Amy Rodda, the committee voted in Louise Pauk and Tina Caunt to take up the positions.

Following the 2018 AGM the following events were discussed, organised and run

- Summer fair on 29th June 2018
- Financially supported the Year 6 prom
- Summer raffle which was drawn on 9th July 2018
- Summer beach themed disco with 100 board plus food 19th July 2018
- Ice pop sales through-out the summer of 2018
- Bag packing at Morrison's with school community group.
- Halloween costume sale in conjunction with Tesco
- Joint coffee morning with School 2nd October 2018
- Christmas cards 'my art project' 12th October 2018
- Cash for clothes 23rd October 2018
- Aviva Grants Request 23rd October 2018 (new library)
- Halloween fancy dress disco with Tuck shop 24th October 2018
- Christmas Fair 30th November 2018
- Served refreshments at all Christmas Nativities.
- Santa's letter direct
- Christmas Raffle
- WH Smith grant application February 2019 (bike shed)
- Valentines heart decoration competition 8th February 2019
- Valentines disco/post box/face glitter & tattoos on 13th February 2019
- Mother's day coasters 27th February

- Cash for clothes 11th March 2019
- Sponsored Easter Bunny Bounce 26th March 2019
- Decorate an Egg competition 8th April 2019
- Ongoing collection of raffle prizes from local and national businesses.
- Ongoing promotion of 'Easy fundraising page'

The above events have been a remarkable success and due to the amount of funds raised this meant the PTA was required to apply for Charity status, this was successful and we were entered onto the register of charities in August 2018. All members of the committee were required to become a trustee of the charity and pass the relevant criteria and security checks.

All the PTA policies, procedures and risk assessments had to be created and implemented and are regularly reviewed. These are a requirement and helps the PTA be clear and transparent. These can be located on the schools website, the PTA Facebook page or a paper copy can be made available. The funding request form is now in place and this has been shared regularly with all teaching staff and with parents on the PTA Facebook page. This will be ongoing as the PTA continues to grow and evolve. This process is working well and all spending for events and purchases are accurately documented and all receipts accounted for. It has been very rewarding seeing the funds being raised & spent on new equipment alongside the enjoyment the children have had at our events.

The greatest success of this year has to be securing the £10,000 Aviva grant for the new library. This was a complex process from the application stage, to securing all the votes to move to the second round and then the subsequent rounds voted on by the Aviva Judges. We are excited to work with the school on the plans to put this into action, currently we are waiting for selected companies to get back to us with designs and costs. Thank you for all your support on voting and sharing this with friends and family.

The following events are planned for after this AGM

PTA annual raffle

Fathers day design/order a mug

Discussions are happening regarding the sale of the ice pops through-out the summer again.

Support and fund enterprise week

Summer fair 5th July 2019

'Race for life' event on the 9th July, money raised will be donated to Cancer Research.

Support the sport's day with refreshments

Financially support year 6 prom 19th July 2019

Summer 'end of year' disco 11th July 2019

The PTA continues to be committed in involving all parents and has seen an increase in volunteers for the events we have run during the last 12 months. We have taken many steps to be able to engage with everyone, these being, suggestion box in reception, PTA Facebook page, PTA monthly meetings and attending the welcome meeting with new incoming parents to Nursery & Reception, providing them with information about the PTA. We are also looking at creating a termly newsletter which will enable us to communicate with parents on what we have done the previous term and plans for the current term.

We have listened to feedback after events and have tried to re-organise future events to be as inclusive to all students as possible. We also listen and discuss all ideas put forward and all funding requests are discussed at the PTA meetings. We will be looking at applying for grants and funding for the school to assist in achieving our goals & raising funds. We are looking forward to planning the next school year's events.

Nicole Browne and Kelly Shorten
Chair and Vice Chair

2b Treasurers Report

Funds - June to December 2018				Funds - January To Date 2019				Funds Raised Since PTA started	£28,786.54	£28,806.54		
Row Labels	Company / Event / Person	Sum of Credits	Sum of Debits from Bank	Total	Row Labels	Company / Event / Person	Sum of Credits	Sum of Debits from Bank	Total	Amount Raised Since 1st June 2018	£25,708.71	£25,728.71
100 Board 2018		£152.00	-£76.00	£76.00	Aviva Grant	Charity Donation	£10,000.00	£0.00	£10,000.00			
Bag Packing at Morrisons		£121.81	£0.00	£121.81	Bunny Bounce 2019		£3,227.24	-£250.00	£2,977.24			
Christmas Fair 2018		£1,769.67	-£316.89	£1,452.78	Easy Fundraising 2019	Easy Fundraising	£121.63	£0.00	£121.63			
Christmas Raffle 2018		£463.20	-£107.78	£355.42	Funding Request - Lunchtime Games	Amazon		-£130.87	-£130.87			
Donations 2018	Staveley Town Council	£200.00	£0.00	£200.00	Gambling License	Gambling Act 2005 Fees		-£20.00	-£20.00			
Donations 2018	Inkersall Development Fund	£212.90	£0.00	£212.90	Mothers Day Coasters		£146.00	£0.00	£146.00			
Easy Fundraising 2018		£154.79	£0.00	£154.79	Parentkind Insurance	Parentkind		-£117.00	-£117.00			
Enterprize Week 2018			-£450.81	-£450.81	Poly Tunnel for YR 3+4	Poly Tunnel for YR 3+4		-£74.40	-£74.40			
Funding Request - Cricket Kit			-£54.63	-£54.63	PTA Stationery	Post Office		-£15.08	-£15.08			
Funding Request - Picnic Benches	Picnic Benches		-£997.20	-£997.20	PTA Stationery	Time2Craft		-£7.98	-£7.98			
Funding Request - Trim Trail	Purchase of Trim Trail		-£4,157.56	-£4,157.56	Roberts Recycling 2019	Roberts Recycling	£479.00	£0.00	£479.00			
Halloween Disco 2018		£975.54	-£357.30	£618.24	Santa Letters	Fuel Tank Media	£21.72	£0.00	£21.72			
Halloween Sale 2018	Tesco Halloween Items	£341.21	£0.00	£341.21	Sports Kit	Sports Kit -		-£720.00	-£720.00			
Ice Pops 2018		£512.30	-£16.00	£496.30	Summer Fair 2019	Pound Toy		-£27.49	-£27.49			
Ink Cartridges	Tesco		-£25.00	-£25.00	Summer Raffle 2019	Raffle Tickets for U		-£46.98	-£46.98			
Ink Cartridges	Asda		-£31.00	-£31.00	Valentines Disco 2019		£1,065.70	-£243.28	£822.42			
Nativity Drinks 2018		£154.04	-£3.90	£150.14	Xmas Card Donation	My Art Project	£265.00	£0.00	£265.00			
Roberts Recycling 2018	Roberts Recycling	£307.50	£0.00	£307.50	Year 6 Prom 2019	Year 6 Prom Donation		-£300.00	-£300.00			
School Litter Picking 2018		£4.50	£0.00	£4.50	Grand Total		£15,326.29	-£1,953.08	£13,373.21			
Summer Disco 2018		£1,232.00	-£280.04	£951.96								
Summer Fair 2018		£2,500.41	-£335.95	£2,164.46								
Summer Raffle 2018		£1,280.55	£0.00	£1,280.55								
Thank you Cards	Thank you Cards -		-£36.80	-£36.80								
Year 6 Prom 2018	Receipt not available		-£120.21	-£120.21								
Grand Total		£10,382.42	-£7,367.07	£3,015.35								

Accounts have been checked and Verified by Maddie Windle - Accounts Assistant (Band-It Company Ltd)

PTA Completed Funding Requests

Cricket Kit	£	54.63
Trim Trail	£	4,157.56
Picnic Benches	£	997.20
Lunch Time Games	£	130.87
Year 6 Prom	£	300.00
Poly Tunnel for YR 3+4	£	74.40
Total Requests Funded by PTA	£	5,714.66

PTA Outstanding Funding Requests

EYS Popoid Toys - Ag	£	224.85
Bbounce - Bike and Scooter Rack	£	2,977.24
Playground Markings	£	3,000.00
Aviva Grant	£	10,000.00
Total Requests Funded by PTA	£	16,202.09

Total Requests Funded by PTA £ 21,916.75

Being a charity now means that we have a legal requirement to prepare an annual report to accompany the accounts.
At present our charity does not exceed £25,000 in the relevant financial year, therefore there is no need to have the accounts independently examined or audited. However, we have chosen as a committee to have this done by an external person each year.

3, Question and answer time

No attendees submitted or asked any questions regarding the finance or chair reports

4, Elections

It was explained that the voting system for all committee members would be done by a show of hands and counted and verified by principle Mrs Bailey. Each attendee was invited to ask any questions regarding the process however none were raised.

Position of Chair- Nominations: Nicole Browne

Elected- Nicole Browne (by 24 votes no abstentions)

Position of Vice Chair- Nomination: Kelly Shorten

Elected- Kelly Shorten by (24 votes no abstentions)

Position of Treasurer- Nomination: Tracey Stowell

Elected-Tracey Stowell by (24 votes no abstentions)

Position of Secretary- Nomination: Jayne Wilson

Elected- Jayne Wilson by (24 votes no abstentions)

All 24 attendees qualified to vote in the room did so. Prior to voting for 'Ordinary committee members' 1 more attendee joined the AGM meeting and joined the voting.

Ordinary Committee Members

Nomination: Lisa Weatherall, Jinny-Leigh Williams, Louise Pauk and Tina Caunt

Elected-

Lisa Weatherall (by 25 votes no abstentions)

Jinny-Leigh Williams (by 25 votes no abstentions)

Louise Pauk (by 25 votes no abstentions)

Tina Caunt (by 25 votes no abstentions)

5, Conclusion

Principle Mrs Bailey concluded that all elections had been completed and verified and all posts filled. Mrs Bailey expressed her heartfelt thanks to the members of the PTA and volunteers for the wonderful work that had been achieved over the last 12 months and looks forward to the year ahead. She recognised the hard work and dedication given to the school, but also the truly remarkable sum of money raised. Mrs Bailey expressed that the equipment and improvements funded and also the events staged had made such a positive difference to all the children's' lives and without the PTA a lot of important resources would not be available for the children to enjoy and greatly benefit from.

All reports and minutes will be made available on the Inkersall Primary Academy website