

Parent Teacher Association (PTA) Annual General Meeting
12th June 2018 3.30pm Meeting minutes

Minute taker Jayne Wilson (PTA volunteer)

A list of attendees can be viewed on request

- 1) Principal of Inkersall Primary Academy, Mrs Rachel Bailey, opened the meeting by welcoming all attendees to the AGM. She gave a brief history of how the current PTA, in its present-day form was founded and how it had developed over the last 6 months. She also reflected on the PTA's events, their success and that the school children had benefited greatly. Mrs Bailey also stated that there is excitement for the first summer fair in coming weeks.
- 2) Mrs Bailey gave an explanation of the purpose of the meeting (to appoint 8 members of PTA committee) and the voting system was explained.

Position of Chair – Nominations: Nicole Browne and Natalie Turner

Elected - Nicole Browne.

Position of Vice chair – Nominations: Kelly Shorten and Rebecca Bradder

Elected - Kelly Shorten.

Position of Treasurer – Nomination: Tracey Stowell

Elected - Tracey Stowell.

Position of Secretary – Nomination: Jayne Wilson

Elected - Jayne Wilson.

Position of 4 Ordinary Committee Members –

Nominations: Lisa Weatherall, Amy Rodda, Louise Pauk, Kym Wilson, Jinny Leigh Williams.

Elected - Lisa Weatherall

Kym Wilson

Amy Rodda

Jinny Leigh Williams

On request of a review of the counting, it is reported 36 names were on the register with 33 voting slips counted for chair position and 30 slips for vice chair. The register indicates there are less people voting than signed in on the register. Some have had to leave due to other commitments and others had abstained from voting.

Mrs Bailey also shared this at the meeting and asked for people to say if they would like the voting to take place again, however nobody responded.

Chair Report

The Chair report was read aloud by Mrs Davies to the group.

Inkersall Primary Academy was formed on the 9th January 2018. The PTA was set up after the school asked for volunteers to run a PTA. A temporary committee was formed for the 4 key roles required for a PTA to function. The Chair (Nicole Browne) Vice Chair (Kelly Shorten) Treasurer (Natalie Turner) and Secretary (Amy Rodda). Along with around 10 other regular committee members. The first decision made was to sign up to the PTA insurance which would also provide help and support in how the PTA is run. Links were also made with existing PTA's in the area to learn from them. The insurance & first disco was paid for initially by the committee out of their own pocket and through donations as the committee started with zero funds, this was subsequently reimbursed and accounted for.

From the meetings, ideas were discussed as the first events to be organised and run to raise funds for the school. The following events have taken place since the PTA has been set up, Valentine's Disco, Easter Raffle, Easter egg hunt, Smarties Challenge, PTA Logo competition, Ice Pop shop. The committee have been busy securing raffles prizes, seeking donations, outside funding, organizing and running the events.

The following events are planned until the end of the school year, summer raffle, summer fair and summer disco.

A large amount of work has gone into writing policies and procedures which are needed so we are clear and transparent. This will be ongoing as the PTA continues to grow and evolve. The next process to be implemented is how the PTA deal with funding requests for purchasing equipment for school.

This has been incredibly time consuming for the small number of volunteers that are regular members, but it has also been very rewarding in seeing the funds being raised and enjoyment the children have had at our events.

The PTA is committed to involving all parents and have taken a number of steps to be able to engage with everyone, these being, a suggestion box in reception, Facebook PTA page, and a meeting held after school as requested, parental questionnaire and newsletter's. We will continue to do this and intend to meet with the new incoming parents to Nursery & Reception at the parent open days, providing them with information about the PTA.

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 will also consider all ideas put forward for the new school year and suggestions on how funding should be spent. The main focus from the survey for the initial spending was the infant playground and we have recently bought Rainbow friendship tables and benches. Quotes for play equipment are being obtained and will be discussed with the students to involve them in decision making process. Once the playground has been improved we will then deal with requests as directed in the funding policy.

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.

Treasurers Report

Statement of Accounts: 1st January 2018 – 11th June 2018

Opening Balance £0.00

Spring Term (Upto Easter)

Money In:			Money Out:	
Donations:			Set Up:	
Jules Griffiths	£66.20		PTA UK Membership	£122.00
Anonymous	£2.00		A4 expanding file	£7.49
Anonymous	£5.60		Cash book	£3.75
Inkersall Community Group	<u>£165.01</u>		Lottery/Raffle Licence	<u>£40.00</u>
	£238.81			£173.24
Valentines Disco:			Valentines Disco:	
Ticket Sales	£454.00		Red sweet bags	£7.50
Ticket Sales	<u>£10.00</u>		Blue sweet bags	£2.50
	£464.00		Love hearts	£23.97
			Sweets – Joblot	£12.97
Non-Uniform Day:			Sweets - Morrisons	£22.50
Donations	£263.32		Sweets - Iceland	£11.00
			Sweets - Tesco	£12.96
Smarties:			Disco	<u>£115.00</u>
Money Donated	£1136.18			£208.40
Easter Raffle:			Smarties:	
Ticket Donation	£467.00		Smartie tubes	£93.60
			Easter Hunts:	
			Foil eggs	£26.97
			Egg prizes	£53.55
			Lollies	£2.97
			Dairy – free lollies	£4.04
			Foam eggs	<u>£5.00</u>
				£92.53
			Raffle:	
			Tickets/envelopes	£12.00
			Ice pops:	
Total	<u>£2569.31</u>		Purchases of 960	£16.00
Balance B/F	£0.00		Total	<u>£595.77</u>
Add: Money in	£2569.31			
Minus: Money out	£595.77			
Balance C/F	<u>£1985.54</u>			

Summer Term (upto 11th June)			
Opening Balance	£1985.54		
Money in:		Money Out:	
Donations		Prizes:	
Staveley Town Council	£200	Gift card	£10.00
Non-Uniform Day:		Ice pops:	
Donations	£201.51	Purchases of 3000	£30.00
Ice Pops:		Raffle:	
Sales (18.05)	£46.91	Printed tickets	£75.78
Sales (24.05)	£41.10		
Sales (07.06)	£43.70	Enterprize Challenge	
Sales (08.06)	£24.85	15 Classes	£310.00
Sales (31.60)	£31.60		
	£188.18	Purchase	
		2 picnic benches	£997.20
Roberts Recycling: Clothes			
Donations	£219.00	Prom:	
		Hollywood backdrop	£5.25
		Star napkins	£2.65
		Star napkins (6)	£17.94
		White carrier bags	£7.99
		Clapperboard center pieces (5)	£19.49
		Clapperboard center pieces (5)	£19.49
		Light/camera/action	£6.39
		15ft red carpet	£6.89
		Gold envelopes	£12.20
		Hollywood string banners	£5.58
		Hollywood swirls	£3.95
		Hollywood cut outs	<u>£12.39</u>
			£120.21
		Summer fair/disco	
Total	£808.67	500 cello sweet cones	£17.90
Balance B/F	£1985.54	Summer disco	
Add: Money in	£808.67	2 beach balls	£2.50
		150 cups/plates & storage	<u>£64.00</u>
Minus: money out	£1627.29		£66.50
Balance C/F	<u>£1166.92</u>	Total	<u>£1627.29</u>

Statement of accounts 1st January 2018- 11th June 2018 were read aloud to group by Treasurer Natalie Turner. Natalie commenced by thanking all for their support including participating in events and contributing raffle prizes. Reports of the PTA support for the forth coming Prom and enterprise week. Also reported on request for friendship benches from school. She presented advice going forward regarding contingency fund and that any purchasing decisions should be adhered to by a strict application criteria.

5) Mrs Bailey discussed the purchase of friendship benches, their location and these would be secured accordingly. Also that further equipment 'trim trail' would be on the grass areas. A parent highlighted that adults were sitting on the new benches and that this is an issue.

6) Our PTA wishes to move forward by registering as a charity and so will adopt the Parentkind Model Constitution. This was discussed and on voting this will be adopted (votes number 20 - this is a majority of attendees of the meeting)

This constitution is a document which sets out the rules and procedures by which committee members govern the association. This document can be viewed on request.

7) Kelly Shorten confirmed that Jo Smiley has confirmed to be an Independent Examiner of the PTA bank accounts for the year.

8) Mrs Bailey discussed that she aimed to make the meeting minutes for AGM accessible via a tab on the Inkersall Primary Academy Website.

9) Principal gave thanks for all in attendance.