

## St Anne's Fulshaw PTA Meeting – AGM Minutes

Tuesday 11<sup>th</sup> July, 9.10am, School Hall

### 1. Attendees

Lisa Vose, Emily Titley, Lynsey Baird-Nelson, Lynn Hall, Clare Daniel, Caroline Kelf, Rachael Thomas, Liz Parris, Claire Carter, Sean Carter, Lee Molloy-Sherratt, Tina Molloy-Sherratt, Natalie Lloyd

### Apologies

Alison Marris, Nicola Aslam, Clare Lockett, Sophie Taylor, Jane Gilchrist, Peter Hall, James Bradley

### 2. Approval of minutes from the last meeting

The minutes from the last meeting (which are on the school website) were approved.

### 3. Co-Chairs' Report

*Please see appendix (i) for full report.*

LV presented the co-chairs' report and noted that we have had another very successful year, with some new events and our two co-chairs now in post since the spring. A discussion was had regarding the past year's events.

**Boden Evening:** This was very successful, so another has been booked for the autumn. If this is a success we could consider running two a year going forward. It was noted that the commission rate is best for new customers, so it's possible we will not make as much money next time if we mainly have orders from existing customers.

**Quiz Night:** Our quizmaster Darren has stepped down after a number of years, so next year we will need to find a new quizmaster for this to go ahead. Alternatively, we could approach one of the local pubs running quiz nights (Coach and Four / Botanist?) to see if we could arrange something with them. At a previous meeting, a Cheese and Wine evening was suggested by AM as an alternative to the Quiz Night. AM is able to source cheese and we could book someone to run a wine-tasting session. CD noted that the Quiz Night is run principally as a social event for parents rather than as a big fundraiser.

In the past, the school has run a Barn Dance / Ceilidh at the Parish Hall, and it was agreed that this would be a fun event.

**Action: LV to check previous minutes / treasurer's report to obtain details and costs of previous ceilidh.**

**Bike Ride:** This has been a fantastic fundraiser for the PTA. This is Lee's last year at school, but he is considering running another event next year together with Dan Gilchrist and Rich Taylor, so that they can take this forward the following year. Other parents have also shown interest in being involved in an organizing committee.

It was noted that this may be the last year that we are able to get the match funding from Barclays. However, it's possible that other parents may be entitled to this through the workplace and this is something to explore next year. A brief discussion was had regarding big local employers (e.g. Waters, Royal London) and whether to approach these for community involvement funding. Waters have already been contacted but so far have not been forthcoming.

#### **Potential new events for next year**

Easter Egg Hunt – this could be run one day after school in the run up to Easter, with an Easter Egg trail set up around school and refreshments being served.

Halloween party – this was discussed as a potential event but cannot be run at school as we are a C of E school.

Strawberry Tea – it was agreed that this would be a good event to run after school one day in the summer term, preferably when PFC / WFA are training and some parents will already be around.

#### **4. Treasurer's Report**

*Please see appendix (ii) for full report.*

ET presented the Treasurer's Report in NA's absence.

The disco was a good fundraiser but it was agreed that one of these per year is enough.

Bag2School has raised quite a lot this year, and it was worth adding in the additional collection in the summer term.

The second-hand uniform rail has not sold much this year – we could do with someone to coordinate this and promote it.

We over-ordered on the bags and tea towels, but we can continue to sell the bags next year and we expect to raise some more money on the tea towels via the Big Sew event next week.

It is now expected that the resurfacing of the playground will cost around £22K - £25K. This is costly, but rubber mulch will be very durable (as opposed to resurfacing) and it will look very attractive, as it can be done in different colours and patterns. The area to be covered is big, so it

is feasible for this to be done in stages.

Co-Op funding: This will run out on the 7<sup>th</sup> October, at which point we should look at similar schemes run by other supermarkets.

The report notes that we are a very successful PTA, raising over £145 per pupil this year which is over 3 times the national average.

## **5. PTA Roles**

The PTA needs a Publicist and someone who is happy to oversee the catering requirements at events. Class reps will be confirmed in September.

## **6. Wish list for 2017/18 and Love Music Trust**

*See appendix (iii) for details*

The Wish List for next year was discussed and agreed.

The whole-school theatre trip in January will be to see *Treasure Island* at the New Vic, Stoke. There is also a potential pre-Christmas trip to see *The Snowman* (a screening of the film accompanied by a live orchestra) in Hanley, near Stoke. Tickets are £7 per child. If enough tickets are available for the whole school, we will go ahead with this.

First Lego League entry fee – it is hoped that we will get sponsorship from a local business, but the PTA have agreed to act as back up if not. The robot for this was bought this year, and Year 5/6 pupils are currently using it to teach some of the younger children basic coding.

Love Music Trust – Mrs Ridley is retiring from teaching the music curriculum at school, though she will continue with piano lessons. Love Music Trust currently provide the Year 5 brass/woodwind Wider Opportunities lessons in school. CD has worked out an additional agreement with them for curriculum delivery – this is about £600 more expensive than the cost of a music teacher's salary, but the provision and teaching will be good and there is flexibility within the contract if sessions need to be cancelled for any reason. The basic agreement is for 34 sessions of music over the course of the academic year, on a Wednesday.

## **7. Y2/3 residential**

It has been agreed that the PTA will fund an additional £209 for the Year 2/3 residential as a one-off gesture.

## 8. 200 Club

We currently have 69 members. Usually there are around 100, so numbers are down. We need to actively promote this to potential new members in September and highlight that grandparents, friends, etc., can also participate to see if numbers increase.

It was agreed that the process for signing up and paying is outdated, so options for online payment were discussed, and it was agreed that payment by standing order would update the process for joining. Parents will be emailed about this before the end of term and henceforth participants will be contacted directly by email with instructions for setting up a standing order.

There was a discussion regarding the name 200 Club and whether we can change the name to something that relates more clearly to a lottery, but it was unclear whether we can do this due to gambling licensing rules. It was noted that the licence is due for renewal in November.

**Action: PH to send CD draft email re new payment system; ascertain whether it is within licensing rules for us to change the name; meet with LV, ET, NA, JB to discuss.**

There was a brief discussion regarding alternatives to the 200 Club. There is a scheme called Your School Lottery, but parents pay in £1 per week which is significantly more than our current 200 Club subscription, and some of the money goes back to the company itself. This was agreed not to be a viable option.

It was noted that if numbers do not increase we could reduce the 200 Club prize money. There was also a discussion about whether to increase the subscription fee from £1 per month to £2 per month. It has been £1 per month for the last 13 years.

**Action: PH to check whether we are covered within the licence to increase subscription fees.**

## 9. PTA UK membership

We already have membership to this for insurance purposes.

LV has read on the PTA UK website about an online fundraising platform *Raloo* which pairs up PTAs with brands willing to sponsor them. There has been a successful pilot and the scheme will be rolled out nationally shortly. We need to pre-register by July 15<sup>th</sup> if we want to get involved.

**Action: LV to pre-register with *Raloo*.**

There is a monthly magazine called *PTA+ Magazine* which has ideas and inspiration for fundraising events. It costs £1 per month. It was agreed that it would be worth subscribing.

**Action: LV to subscribe to *PTA+ Magazine*.**

## **10. AOB**

CD expressed her thanks to the PTA for their fundraising work this year and noted that the school could not provide so many wonderful opportunities to the children without the PTA.

### **The Big Sew**

This will take place in school next Tuesday, 18<sup>th</sup> July. AM is coordinating this and still requires a few extra helpers. Sewing will take place in the Egg Box. LBN has agreed to mind any preschoolers.

### **Fundraising**

LMS is taking part in the Strathpuffer Mountain Biking Endurance Event in January and has offered to use this to raise money for the PTA.

**Action: CC to set up a sponsorship page for Lee's bike ride.**

### **Card payments at events**

LV noted that it is now possible to take card payments on an ipad app, and it was agreed that we should look at options for online payments for future PTA events. Paypal is a possibility, but they take a commission.

### **PTA Constitution**

LV has located our PTA Constitution, dating from 4<sup>th</sup> December 1993. Some of the information on this requires updating.

**Action: LV to look for draft constitution on PTA UK website.**

## **11. Date of next meeting**

### **Thursday 14<sup>th</sup> September, 9am, School Hall**

PTA Coffee Morning: All parents are welcome and new members are encouraged to come along to find out more about the PTA.

**Action: CD to prepare slideshow of photos from PTA events this year.**

### **Monday 25<sup>th</sup> September, 8pm, Coach and Four pub**

First planning meeting – events to be planned are Boden evening (10.10.17) and Cinema Night (13.10.17)

## **Appendix (i)**

### **St. Anne's Fulshaw AGM Report from the Chairs**

The last school year has seen another very successful year for St Anne's PTA with a few additional events and Emily & I taking on the roles of Co-chairs at the end of March. Many thanks go to all the help we have received throughout the year, especially:

Nicola – Treasurer and for organising the September BBQ and Christmas Fair

Lynn – Secretary

Catering - all who helped with catering at the Christmas Fair, Quiz night and BBQ especially

Andy Morrison, Sean Carter, Ying, Rosemary Bradley

James & Peter – 200 Club

Alison Marris for overseeing the anniversary tea towels and bags

All our class reps

Dan Hassell and Tony Jones for their help with the Co-op funding

Lee Molloy-Sherratt and all the cycling team, especially the leaders, Sean Carter as the support van driver and Claire Carter for overseeing all the sponsorship.

The PTA needs a Publicist and someone who is happy to oversee the catering requirements at events. We can finalise class reps in September if anyone wishes to step down.

In terms of events we have enjoyed, 2 cinema nights, Christmas Fair, Disco, Quiz Night, 5 Non-Uniform days, 4 cake sales, Boden shopping event, family bingo, 3 x Bag2schools, Summer BBQ and another fantastic bike ride.

This fundraising enables us to commit regular money to school to fund:

Music Teacher, Education City Licence, Termly donations for each class, Coach cost for theatre trip, Science week, Global Week and leavers presents.

We will continue to hold the same events for the next academic year, possibly to looking at including a Bag2school each term, and another Boden Shopping Event in the Autumn. If this is still successful – it may not, as we might not have many new customers attending (which has a higher commission rate), we could run one in the Spring again. These 2 events would hopefully raise approx £1000.

The Quiz night may not go ahead as Darren our Quiz Master who gave his time for free to run the quiz for us, is unable to anymore. There's a possibility of holding a cheese and wine tasting evening instead. This needs to be discussed in more detail.

The PTA also held its last 3 day bike ride, raising approx, £7000, which will be a substantial sum to lose in fundraising for next year. We would love to hear from any volunteers who would be interested in being part of an outdoor pursuits committee and any ideas you may have.

We'd also like to thank all the staff at school especially Clare and Wendy for all their help, support and for letting us use the kitchen.

## Appendix (ii)

### Treasurer's report 2016/17 to date

The accounting year is 1<sup>st</sup> September to 31<sup>st</sup> August, therefore the accounts are not finalised, however are up to date.

The following figures are the net profit for fundraising events held.

Uniform	£9
Bike Ride	£6420 (£4001 from 2017 / £2419 from '16)
Xmas Fair	£1987
Quiz Night	£546
200 Club	£476
Disco	£467
Bag to School Collections	£330 (includes £80 to be banked from last collection)
Cake Sales	£341
Family Bingo Night	£360
Non Uniform Days	£461
Cinema Night	£601
BBQ	£2771 (Sept 2016 and June 2017)
Easy Fundraising	£172
Music Evening	£109
Boden	£556
Bags & Tea Towels	£23
PTA Expenses	-£145
<b>Total</b>	<b><u>£15,484*</u></b>

**\*Will be £18,904 when additional Bike Ride money is banked**

This year we have funded/assisted with:

Egg Box	£5430
Coach costs	£678
Global Week	£800
Science Week	£800
Education City Licence	£1847
Music Teacher	£2714
Leaver's Presents	£350
Termly Donations	£1500
Infants Christmas Presents	£56
Lego Robot	£200

Janis & Bill	£92
Scarecrow Entry	£10
<b><u>Total</u></b>	<b><u>£14,477</u></b>

The bank account balance as of 5th July 2017 is £18,804.00

Additional revenue:

Bike Ride	£3300 (Sponsorship/Barclays MatchFunding/GiftAid)
Cake Sale/Non Uniform	£200
Debit 200 Club	-£80 (July draw prize money)
Total	£3420

Anticipated bank balance at end of academic year should be around £22,200.

We have also incurred £145 expenses of our own which relates to our PTA-UK subscription, which provides us with appropriate insurance cover and purchase of an urn.

200 Club subscriptions of £1070 will be banked of which £615 will be prize money.

**We are a very successful PTA, raising over £145 per pupil this year which is over 3 times the national average. Well done and thanks to all involved.**

## **Appendix (iii)**

### **PTA Wish List 2017/18**

Education City Licence - £1846.70 (payment 1 of 2 – three year licence starting Sept 2016– 2<sup>nd</sup> half of payment due September 2017 - £1853.30)

Love Music Trust - £3,268.08

Termly donations - £1500

Coaches for whole school theatre trip to see Treasure Island - £700

Part cost of coaches for whole school music trip to see The Snowman - £300

Science Week - £800

Global Week - £700

Author / illustrator visit - £400

Santa's presents - £50

Leavers' trip / hoodies - £450 (5 more children this year)

First Lego League Entry Fee (we have written out to a number of local businesses to ask for sponsorship – could you be our back up?!) - £175

**Total £10,189.78**