

**St Teresa's Catholic Primary School**

**Parent Teacher Association**

**ANNUAL GENERAL MEETING**

**Friday 17 November - 3.30pm in school**

**MINUTES**

**Present:** Clare Swinhoe (CS); Emily Martin (EM); Rachel Brown (RB); Angela Pye (AP); Angel Belle (AB); Ramune Masri (RM); Luke Arend (LA); Muriel Gamesby (MG); Julie Whittaker (JW); Rachael Evans (RE); Lisa Dalgarno (LD); Rachel Sayers (RS); David Baez (DB); Ghada Malik Knaggs (GMK); Sarah Zarraga (SZ); Vinny Turner (VT)

**1. Welcome by Chair (CS) and Head Teacher (VT)**

CS welcomed everyone, gave a brief background to St Teresa' PTA and provided everyone with copies of the existing PTA constitution and a proposed new (published by PTA.org.uk).

VT introduced himself and said he was impressed at the turnout for the PTA.

**2. Apologies for absence**

Sarah Crawford; Sheila McKeown, Amanda Lewis sent apologies. Apologies were accepted by the Chair.

**3. Identify Any Other Business**

JW identified the need to promote cycling opportunities in school, especially for those pupils who have completed the cycling proficiency course.

**4. Minutes of AGM held on 22 September 2016**

Summary of last year's AGM included:

- discussion on fundraising for outside space;
- engagement opportunities;
- elections; and
- bank signatories.

**5. Matters arising**

N/A

**6. Chair's Report**

CS explained that it was business as usual for last year, with the following activities having been carried out:

- Halloween disco
- Christmas cards and puddings
- Book fairs (church porch)
- Christmas parties – presents and refreshments
- World Book Day book swap
- Summer barbecue
- Coffee mornings through the year

Some new things included:

- Signing up for Easy Fundraising;

- Taking commission on Stikins sticky labels;
- New Facebook page;
- Signed up for a platform called 'Classlist'.

CS gave a summary of the PTA's social media platforms and she stated that Classlist doesn't give us anymore functionality than FB or Whatsapp at the moment. In the future, the PTA hopes to have a section on the new improved school website and school will start its own FB page, thereby replacing FB and Classlist.

## **7. Treasurer's Report**

EM presented financial accounts (see summary attached). Headlines:

- £3,114 fundraising profit (2016 / 17);
- There were no big donations last year;
- Financial position is that there is £6,030 in the bank and £464 in petty cash.

CS suggested we release ~£4,500 to school, keeping the rest as buffer in the bank.

VT talked about some ideas of where the money could be spent in school, specifically focussing on the library. VT left the meeting and there was a continued discussion re: future activities and funding possibilities, as summarised below:

### **a. Library**

Discussed as a possible area for funding. Library improvements to gain additional learning space and better, more functional library. PTA supportive and understand why this is higher priority than outside area. Parents keen to contribute and make the space genuinely useful. School Council to be consulted for ideas. VT to talk to School Council.

### **b. Accessing the park**

Julie Whittaker, Rachel Brown and Luke Arend were keen to explore with the Council what can realistically be achieved on the idea of formally adopting the bowling green area. A Multi-use Gaming Area for the former bowling green in Heaton Park was a suggestion put forward by VT. A sub-group has been established to discuss this in more detail.

### **c. International Week**

We hold an international week in school each year where parents come in and talk about their home countries etc. MG suggested we could make more of this with an event, perhaps after school where people bring in food (pot-luck picnic) and we pay a fee to socialise and try new things. Also, we discussed that the parish holds an international week, but this seems to be completely separate to the school one. Maybe we could tie in the two?

### **d. Movie nights**

Again, parents keen to explore and some provisionally volunteered to help on the night with snacks etc. We would need to buy a licence to show film (~£70 per film) and check the facilities to show a movie properly.

### **e. Christmas parties**

Historically PTA have sorted the catering and a present for each child at class parties, with teachers running the parties and games etc. Last year we asked the parents to provide a £2 donation to the Christmas party food – same will be done this year. We discussed that we could potentially change the event for future years – possibly going to a panto instead of having a party. However, for this year we may try to focus on something like books/crafts for £1 gift for each child.

### **f. Rock and Roll bingo**

CS suggested having an adults only fundraising evening and suggested Rock and Roll bingo, which would take minimal organisation: buy a kit, sell tickets; BYO?; potentially hold in the church hall. AP to head up a mini-group to organise this event in the Spring term.

**g. Sporting Event**

JW will investigate what bike4health.org could offer the school. Perhaps we could organise a sponsored bike ride?

**h. Summer barbecue**

All agreed that there should be another summer barbecue. We need to line up a band again and get some new ideas for next year's event.

**i. Book fairs**

All in agreement that the online Book Club (Scholastic) is preferable way to raise money for books in school than book fair in church porch. Book Club advantages (despite 25% commission vs 50% commission with book fairs) – cheaper books, no need to handle cash – orders are made by individuals direct to the website.

**8. Appointment of Independent Examiner of Accounts ending 31 Aug 2017**

All in agreement that accounts should be audited by LA at a cost of £170.

**9. Election of Officers of the Committee**

<b>Committee members</b>		
Chair	Clare Swinhoe	
Treasurer	Emily Martin	
Secretary	Angel Belle	
<b>Class Reps</b>		
Reception	Angel Belle	
Year 1	Ramune Masri	Kath Carr
Year 2	Amanda Lewis	
Year 3	Angel Belle	Angela Pye
Year 4	Sheila McKeown	
Year 5	Amanda Lewis	
Year 6	Sarah Crawford	

**10. AOB**

Need for PTA to have a communications board – either in yard on at entrance to yard near forest school. CS to explore options.

General point: it was noted that it is often sensible to swap responsibilities, e.g. coffee duty, with reps from other year groups in order not to miss your child's event, e.g. liturgical dance at the end of Mass.