

Deal Parochial CE (aided) School Parent Teacher and Friends Association Annual General Meeting (AGM) – Thursday 27th September 2018, 2.00pm

AGENDA

Record of Attendees and apologies

Introduction to meeting

Voting of committee members

Treasurer's report

Chair's Report

AOB

PRESENT: Sarah Joice* (Acting Chair), Anna Hackett* (Honorary Secretary), Debbie Keutenius* (Honorary Treasurer), Sarah Alltoft*, Rebecca Comlay, Lynda Wood, Heather Corby, Tanya Foy, Jade Day, Sue Barclay, Justine Brown* (Headteacher)

* indicates current committee member and can therefore be counted towards to Quorum requirement of 5. Quorum achieved therefore meeting could continue.

APOLOGIES RECEIVED: Joanne Gunne, Justine Tredget, Debbie Harmes, Kay Forsyth

INTRODUCTION TO THE MEETING

The aim of this meeting is to elect the PTFA committee for 2018-2019. Under our constitution all parents and/or guardians of pupils attending the school, teaching and ancillary staff are automatically members of the PTFA.

The PTFA is managed by an elected committee consisting of:

Chair

Vice Chair

Honorary Secretary

Honorary Treasurer

8 other members

At least two teachers

Currently we achieve the 8 'other' members by having representatives for each class. Information regarding the AGM and nomination forms were distributed via book-bags and ParentMail prior to the meeting. One nomination form was received.

The meeting opened with a welcome and introduction from Mrs Brown and Sarah Joice.

VOTING OF COMMITTEE MEMBERS

EXCECUTIVE ROLES

ROLE	NOMINEE	PROPOSER	SECONDER	RESULT
Chair	Sarah Joice	Debbie Keutenius	Jade Day	Yes. Unanimous
Vice-chair	Justine Tredget	Debbie Keutenius	Sarah Joice	Yes. Unanimous
Hon. Secretary	Anna Hackett	Rebecca Comlay	Tanya Foy	Yes. Unanimous
Hon. Treasurer	Debbie Keutenius	Justine Brown	Rebecca Comlay	Yes. Unanimous

STANDARD ROLES

ROLE	NOMINEE	PROPOSER	SECONDER	RESULT
Teacher	Mrs. Brown	Sarah Joice	Debbie Keutenius	Yes, unanimous
Teacher	Mrs. Theaker	Debbie Keutenius	Sarah Joice	Yes, unanimous
Parent rep – yr R	Jade Day	Sarah Joice	Rebecca Comlay	Yes, unanimous
Parent rep – yr 1	Susie Lowe	Sarah Joice	Rebecca Comlay	Yes, unanimous
Parent rep – yr 2	Sarah Alltoft	Sarah Joice	Rebecca Comlay	Yes, unanimous
Parent rep – yr 3	Sue Barclay	Sarah Joice	Rebecca Comlay	Yes, unanimous
Parent rep – yr 4	Heather Corby / Joanne Gunne	Sarah Joice	Rebecca Comlay	Yes, unanimous
Parent rep – yr 5	*			
Parent rep – yr 6	Lara Bakridan / Debbie Harmes	Sarah Joice	Rebecca Comlay	Yes, unanimous
PR role	Facebook – Sarah Joice	N/A	N/A	N/A
Fundraising Ideas	Kay Forsyth	Sarah Joice	Debbie Keutenius	Yes, unanimous

Parent reps will now represent their child's class until the next AGM, i.e. when your child moves up a year, then you will move with them.

* A letter to year 5 parents / carers will be sent our asking for a volunteer to be class rep for year 5.

Additional class reps can be appointed at a normal PTFA committee meeting.

TREASURER REPORT

Debbie gave an overview of the PTFA accounts for the financial year to 31 August 2018. The accounts are not yet audited. Highlights are below, further details can be found in the appendix.

Reconciled balance = £7232.26 (some of this money will be for the Sensory Peace Garden)

The top fundraising events were:

- Summer Fair 2018 – raised £1031.44
- Christmas Fair 2017 – raised £ 662.71

Debbie thanked Karen Hodgson for her help with the accounts.

CHAIR REPORT

Sarah gave a verbal report which future plans for the PTFA.

Sarah thanked

- Mrs Brown, Mrs Theaker, Mr Knight, Jude & all the teachers who give up their free time to help support the committee & events.
- PTFA members, Tanya Foy, Jade Day, Kay Forsyth, Lara Bakriddan, The Alltoft's, Sandra Heyworth, Lauren Dorling, Heather Corby, Rebecca Comlay, Jess Murray, Karen Hodgson who have contributed a mammoth amount of time and energy into helping make events a success.
- Committee members, Anna Hackett, Justine Tredget, Debbie Keutenius & all class reps for the tremendous activity that go into the behind the scenes operations.
- Sian Cox, Chair of 2016/18 for her and her families efforts and contributions over the last two years

Future plans

- Book and Uniform Sale- 5th October 2018 (any items that remain unsold will be donated to charity / sold to companies that will recycle the items)
- School Disco- 18th October 2018
- Jumble Sale- to be held in the school hall on the 9th November. Volunteers to help with this event would be greatly appreciated.
- Christmas Fair – currently planned for Friday 7th December 2018 (Plans for this will be discussed further at the next PTFA meetings).
- A Family Event which is still to be decided
- A Spring Sale
- Summer Fair
- Teddy Bear's Picnic in the Summer
- Play and Stay after school
- Themed cake sales

The big project

It is very beneficial to have a big project to focus our fundraising efforts on. The PTFA and school will send out more information in due course, but the project is: A sensory Peace Garden. Sarah will make a visual aid so parents / carers can see what our fundraising target is and how much money we have raised so far.

AOB

Mrs. Brown thanked Sian for her time as PTFA chair.

Mrs. Brown will set a date for volunteers to help with redecorating the old uniform hut and making it into a sanctuary for the children.

The gambling licence will need to be renewed at the end of the year. Renewal information will probably be sent to the old email address so the PTFA will need to contact the local council to inform them of the change of contact details. Debbie will ensure that the licence is paid.

Debbie will update the Charity Commission Website with the details of the new trustees and will ensure that the details of past trustees are removed.

PTFA UK membership provides the Liability Insurance for the PTFA.

Due to the new GDPR regulations anyone who would like to receive PTFA minutes and updates will need to opt in to this. Anna will send out an email to all those on the current email distribution list asking them to opt in if they wish to remain on the list.

The next PTFA meeting will be held at school on Friday 5th October at 9am.

End of meeting.