

AGM Minutes 2019 – Wednesday 12<sup>th</sup> September 7pm @ The School

AGM Presentation Document (please see separate attachment)

## Agenda

- ← Apologies
- ← Welcome and thanks – Chairs report
- ← Review and sign off PA accounts for 2018/2019
- ← Overview of how the school has used and plans to use PA funds
- ← Appoint the PA auditors for 2019/2020
- ← Appoint the PA Charity Trustees/Committee members for 2019/2020
- ← Notification of date of next ordinary meeting
- ← AOB

Present: Susie Boiteux-Buchanan(chair); Alexa Robson(vice-chair); Andy Knox(treasurer), Lucy Brown (committee), Laura Tunstall (committee), Faye Harvey(volunteer), Debbie Mitchelmore (assistant head teacher) Laura Jesson (teacher), Lindsey Neill (new parent), Francesca Gagliardi (new parent)

**Apologies:** Mrs Bates (head teacher); Becky McGlone (secretary); Shona Morgan; Suzie Goodman; Natalie Barford; Tessa Knox; Bryanne Swain; Claire Dear; Gemma Joslyn-Walker; Lori Lewis; Vicky Miller; Petra Cook

### Welcome and Thanks – Chairs report

With thanks to Shona Morgan, Suzie Goodman and Claire Dear who have served on the committee for continuous years and are stepping down to become volunteers.

This year the team have accomplished many productive events including our major fundraisers the Christmas and Summer Fairs. We have also enriched the children's out of school hours events by hosting 2 film nights and 2 discos. The gift stalls throughout the year are still proving popular and the pamper evening was a welcome adult only event.

We introduced a new concept with the PTA Events website and online payment system and reaped the benefits of the new Gazebos at the summer fair and the children's new trim trail updates the equipment for the older children in the school as it expands to have a Yr 5 and 6 classes in the coming years.

### Review and sign off PA accounts for 2018/2019

Andy talked through the accounts (please see attached presentation for the Treasurer report). The online payment system has made life a lot easier and we would ask that people who still write cheques please ensure they are made payable to "Totternhoe CE Academy Parents Association" and that they are dated, signed and correct as otherwise they take additional time to chase up and process.

## Overview of how the school has used and plans to use PA funds

School Donations made:
5 Panto tickets, Phonics Books, Medals, Xmas Gifts
Gardening Club
Bee bots & Reception class items
Weedkiller
Bean Bags, Top Soil, 4 Gazebos, 2 Water Trays, 2 CD Players
Lancot Football Tournament
Chickenwired 1 day workshop
School Donations approved:
Poetry workshop for Years R-4
Charanga Music & 20 Glockenspiels
5 Tables, 22 Chairs & 2 Shoe Boxes

Future requests from the school include:

Times Table Rock Stars - £95/ annum fee which covers the whole school and an additional request for an add on at £36.95 – there is also a version that families can access at home but it is thought that all pupils will gain a login via the school – a note to go out to new committee to vote on this spend, once exact spend is e-mailed to committee by school– **ACTION SBB/ Mrs Mitchelmore**

Pre School request for outdoor equipment, substantial plans and details sent but no costing, Mrs Mitchelmore to request that Pre School provide costing and e-mail the request to [totternhoepa@gmail.com](mailto:totternhoepa@gmail.com) – **ACTION Mrs Mitchelmore/Pre School**

2019/2020 fundraising focus included changing Rainbow Room into a Yr 5/6 classroom, adding in lockers for the Yr 5/6 pupils; new interactive whiteboards; further redevelopment of the kitchen; longer term playground resurface; gardening and resurfacing around the fire doors of the classrooms which make the new pick up points.

Appoint the PA auditors for 2019/2020

Kate Columb has agreed to look over the accounts as an independent review for 2019/20

Appoint the PA Charity Trustees/Committee members for 2019/2020

Committee Roles:

Role	To be taken by	Proposer	Secunder
Chair/Secretary	Susie BB	Petra Cook (via e-mail)	Alexa Robson
Vice Chair/Secretary	Lindsey Neill	Laura Tunstall	Lucy Brown
Treasurer	Andy	Susie	Alexa

Committee Members: Petra Cook; Lucy Brown; Becky McGlone; Laura Tunstall; Gemma Joslyn- Walker; Tessa Knox; Bryanne Swain; Vicky Miller; Natalie Barford; Lisette Tingay; Francesca Gagliardi; Nichola Drew

Volunteers; All parents; named volunteers to receive e-mails: Fiona Bridgman; Jo Oggelsby; Gemma Simmons; Kat Yapp; Amy Tann; Faye Harvey; Suzie Goodman; Shona Morgan; Toyah Baulk; Amy Shuffleton; Gemma Hart; Jackie Wakeling; Michelle Daniels; Teresa Pritchard; Tara Pearce; Claire Dear; Terri Denton; (if you wish to be added to taken off this list please e-mail [totternhoepa@gmail.com](mailto:totternhoepa@gmail.com))

Notification of date of next ordinary meeting

**Tuesday 15<sup>th</sup> October 2019** - 7.30pm Christmas Fair Planning Meeting – informal location to be announced **ACTION SBB**

**Thursday 7<sup>th</sup> November** – 7pm @ The School (parents forum will be held on the morning of Friday 8<sup>th</sup> November 9.30am (as requested by some parents who struggle to attend evening meetings))

### Dates for the diary

#### September

**Friday 27<sup>th</sup> September – McMillian Coffee Afternoon 2.45pm** Playground Pavilion/wet weather plan inside the school hall – volunteers required to serve coffee, request for baked goods the week before for delivery on the morning of the event, notice to go out on Parent Hub advertising event and posters to go up **ACTION SBB**

#### October

**Saturday 5<sup>th</sup> October - Football Festival – School Playground 8am** set up for refreshments served from 9/9.30am-11am – there will be a suggested entrance donation of £1/head with under 5's for free, volunteers required to served teas/coffees/soft drinks / Pastries and Hot Dogs – we will ensure all parents get to watch their children by switching over those serving; notice to go out on Parent Hub advertising event and posters to go up

**Tuesday 8<sup>th</sup> October Film Night – School Hall / Classroom 5.30pm-7.30pm** – Two locations will be set up showing two films so children can choose with a snack tea to be served; event to be added to PTA Events Website **ACTION Andy Knox**

**Saturday 12<sup>th</sup> October – Painting Party – 10am Sheds/Benches/Pavilion @The School** – volunteers required to come and help paint the various wooden sheds, benches and the pavilion ahead of the winter, children welcome though parents are responsible for their own children – PA to fund the paint

**Tuesday 15<sup>th</sup> October Christmas Fair Planning Meeting 7.30pm – Location TBC**

**Tuesday 29<sup>th</sup> October – Pumpkin Disco -y Years R and 1 (5pm-6.15pm) Years 2-5 (6.30pm-8pm)** – this is a change from last year as the school is growing in size and makes it less daunting for the younger children with the fancy dress – volunteers required to help on the night, drinks and snacks will be provided moving away from snack tea as children can eat when before they arrive. Looking to approach Magic Steve but Alexa will also contact some other entertainers **ACTION: Alexa Robson**

## **November**

**Thursday 7<sup>th</sup> November – Parents Association Meeting 7pm @ The School** (parents forum will be held on the morning of Friday 8<sup>th</sup> November 9.30am (as requested by some parents who struggle to attend evening meetings)

**Saturday 23<sup>rd</sup> November – School Christmas Fair – 11am-2pm** – volunteers required to help with prep leading up to the fair and on the day of the fair itself (even if you can just swap onto a stall for an hour to cover someone so they can also have a wander around the fair with their family) – Christmas Fair planning meeting **Tuesday 15<sup>th</sup> October 7.30pm**

## **December**

**2<sup>nd</sup> – 6<sup>th</sup> December** Christmas Gift Stalls – will run all week for Pre School and during Tuesday 3<sup>rd</sup> and Wednesday 4<sup>th</sup> lunchtimes for the main school – children can pick gifts from a selection – volunteers required to man the lunchtime stalls and purchase the gifts ahead of the event

**Wednesday 11<sup>th</sup> December** – EYFS Nativity Refreshments – set up 1.15pm for arrival of parents for 2pm performance

**Thursday 12<sup>th</sup> December** EYFS Nativity Refreshments – set up 9.15pm for arrival of parents for 10am performance

**Thursday 12<sup>th</sup> December** – Santa Sleigh Fundraiser – volunteers required 5pm-8pm

Christmas Cards – these need to arrive on Thursday 4<sup>th</sup> October. Mrs Mitchelmore will ensure all the teachers have been briefed and that they are completed so that we can send them on the 2<sup>nd</sup> October. **ACTION Mrs Mitchelmore**

Meeting Closed 9.30pm