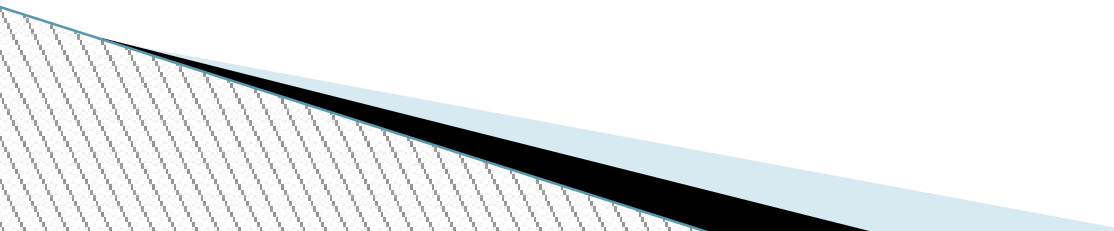


Totternhoe CE Academy Parents' Association

AGM September 2019



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
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Chair's Report

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 disco's. The gift stalls throughout the year are still proving popular and the pamper evening was a welcome adults 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.

Funds raised spent on...

New Trim Trail (CO-OP)

Charanga Music & 20 Glockenspiels

Chickenwired 1 day workshop

BeeBots

Poetry workshop for Years R-4

2018/19 PA Events

Sept-Dec

- Pumpkin Disco
- Environmental Clear
- Football Festival
- Christmas Gift Stall
- Refreshments @ Nativity
- Christmas cards, mugs and coasters
- Christmas Fair

Jan-April

- Pamper evening
- Race Night (couldn't run due to lack of ticket sales)
- Film Night
- Mothers Day Stall

May-July

- Father's Day Stall
- Ice Cream Stall
- Summer Fair
- End of term disco
- Open evening refreshments
- Sports day refreshments

Treasurer's Report

Treasurer's Report

			Co-op		Adjusted
Opening balance Sept 2018:	10,789		2,332		8,457
Donations received:	7,528		7,266		262
Funds raised from activities:	6,564				6,564
School Donations made:	-12,293		-9,598		-2,696
Closing balance Sept 2019:					12,588
School Donations approved:					-2,615
Funds available:					9,973

Treasurer Report

School Donations made:	
5 Panto tickets, Phonics Books, Medals, Xmas Gifts	791
Gardening Club	33
Bee bots & Reception class items	293
Weedkiller	20
Bean Bags, Top Soil, 4 Gazebos, 2 Water Trays, 2 CD Players	1,082
Lancot Football Tournament	15
Chickenwired 1 day workshop	462
Total:	2,696
Co-op Community Fund:	
Playground	Total: 9,598
School Donations approved:	
Poetry workshop for Years R-4	360
Charanga Music & 20 Glockenspiels	600
5 Tables, 22 Chairs & 2 Shoe Boxes	1,655
Total:	2,615

Donations received	
Co-op community fund	7,266
Misc. donations	262
Total:	7,528
Funds raised from activities:	
Xmas Cards	378
Xmas Gift Stall	317
Mother's Day Gift Stall	149
Father's Day Gift Stall	114
Film Nights	388
Pumpkin Disco	138
Moving Up Disco	205
Santa Collection	208
Pamper Evening	117
Football Festival	244
Ice Cream Stall	387
Nativity refreshments	110
TGT refreshments	24
Sports Day refreshments	108
Summer Play refreshments	87
Cherry Class Evening refreshments	7
Xmas Fair	2,090
Summer Fair	1,612
St Giles Summer Fair	62
Overhead costs	-181
Total:	6,564

Election of committee members

← Chair

A chair should conduct meetings, making sure everyone's voices are heard and everyone is involved. They should make sure all members are familiar with the association's constitution and their roles and responsibilities as a committee member while organising and planning events.

← Vice Chair

Support the chair in their role and step into the chair role when chair is absent at meetings or events. Assist in planning and organising events with chair, treasurer and secretary.

← Treasurer

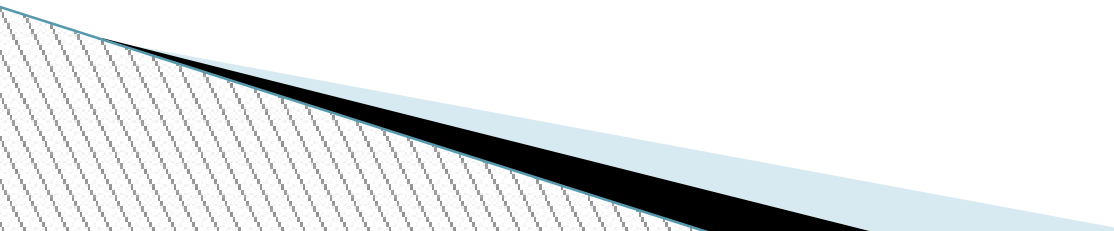
Ensure accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. Update committee with regular reports and ensure end of year reports are completed for the charity commissions annual return.

← Secretary

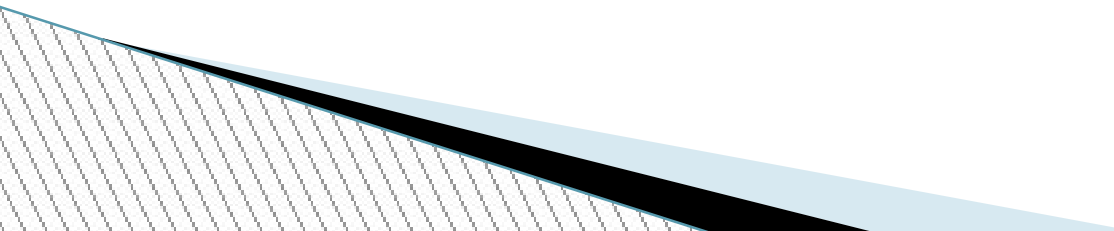
Support the chair to build effective communication links between school, association and parents. They must maintain accurate records of meetings and events.

← Committee Members

Helpers to work as a team and support the committee officers in organising fund raising events.



Electing members

- ← Members have to be elected as follows:
 - ←proposes.....to be chair, vice chair, treasurer and secretary
 - ←seconds.....to be chair, vice chair, treasurer and secretary.
 - ← Committee members –
 - ← Committee volunteers –
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Next Meeting / AOB

- ← Notification of date of next ordinary meeting
 - ← **Santa Sleigh through Totternhoe – SAVE THE DATE Thursday 12th December – we need as many volunteers as possible – please don't share this date to wider circles outside the school due to security – the rotary announce on each day where the sleigh will be going to the communities for safety**
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