

TIPTON ST JOHN PRIMARY SCHOOL PTFA ANNUAL GENERAL MEETING

Date Monday 15 October 2018

Attendees Lisa Glanville, Claire Burrow, Claire Holland; Stephanie Downing, Helen Burrow, Michael Tuckett, Hannah Boyd and Lucinda Coleman

Apologies Lauren Taylor and Carrie Anne Paviour

No	Action/Discussion	Who/When	Comment
WELCOME			
1.	Lisa welcomed everyone to the meeting.		
MINUTES OF LAST AGM			
2.	Everyone present had opportunity to look over last year's minutes.		
MATTERS ARISING			
3.	None.		
CHAIRPERSON'S REPORT			
4.	See attached document.		
TREASURER'S REPORT			
5.	See attached document.		
6.	<p>We were down on fund-raising last year so there was some discussion about how the PTFA can engage with parents more.</p> <ul style="list-style-type: none"> • Setting a financial target to achieve in the academic year. • Children could make a giant thermometer to track progress. • More advance planning – plan further in advance with repeated communication to parents and selling tickets to track numbers. 		PTFA to produce a survey to get parent's feedback.

No	Action/Discussion	Who/When	Comment
	<ul style="list-style-type: none"> Ask parents what they want to raise money for – specific project/item (possibly arts week or music week?). This would help with wider fund raising (e.g. Waitrose and other supermarkets). Step by step guide to “Easy Fundraising” to be sent to parents. Publicise other easy fund raising ideas (e.g. Yellow Moon etc). 		
7.	Nicky Thomas to continue as Auditor next year.		
8.	Need to stop taking IOUs at events. We will look into getting a card reader for events.	Claire Burrows and Lucinda Coleman to look into this further.	
9.	Discussion about initiative where banks match funding.	Lucinda Coleman to look into this further.	
ELECTION OF OFFICERS			
10.	<p>Chairperson – Lisa Glanville – Proposed by Claire Holland; Seconded by Claire Burrows</p> <p>Vice Chair – Helen Burrow – Proposed by Lisa Glanville; Seconded by Claire Burrows</p> <p>Secretary – Claire Holland – Proposed by Claire Burrows; Seconded by Lisa Glanville</p> <p>Treasurer – Claire Burrows – Proposed by Claire Holland; Seconded by Stephanie Dowling</p> <p>Committee Members – Hannah Boyd, Stephanie Downing, Charlotte Jardine-Brown, Lucinda Coleman, Emma Wilson, Lydia Baker and Carrie Anne Paviour.</p>		
AOB			
11.	<p>Discussed how we can engage better with parents and get more people involved.</p> <p>It was suggested that we could do maybe one or two big events this year instead of lots</p>		PTFA to produce a survey to get parent’s feedback.

No	Action/Discussion	Who/When	Comment
	of little events, such as the Christmas Fair and a Festival/Camping event in the Summer. We could continue with regular monthly events like tea and cakes and 50 square, which are popular.		
12.	Next PTFA meeting Thursday 22 November 2018 at Claire B's house		Consider getting a licence for mulled wine.

Tipton St John PTFA Accounts
For Financial Year 1st September 2017 - 31st August 2018

Account No.:
80897361

Events	Income	Expenditure	Profit/loss
Bag 2 School	£216.00		£216.00
Misc	£6.50		£6.50
Pamper Evening	£123.00	£14.76	£108.24
Recycle 4 Charity	£2.00		£2.00
2nd Hand Uniform	£38.30		£38.30
50 square	£272.44		£272.44
T Towels	£606.85	£24.50	£582.35
Christmas Fair	£1,067.27	£380.86	£686.41
Donations	£190.00		£190.00
Mother's day	£73.90	£60.00	£13.90
Father's Day	£75.30	£55.04	£20.26
Summer Fair teas	£34.30		£34.30
Easy Fundraising	£63.59		£63.59
Sports Day refreshments	£212.93		£212.93
Silent Auction	£76.72		£76.72
End of Term BBQ	£337.75		£337.75
Christmas show refreshments	£97.80	£8.80	£89.00
Bingo	£174.30	£18.45	£155.85
Tea & cakes	£195.86	£41.09	£154.77
Scavenger Hunt	£106.25	£34.04	£72.21
Quiz night	£286.30	£21.00	£265.30

Purchases	Income	Expenditure	Profit/loss
Misc		£81.38	-£81.38
ICT Equipment		£1,721.25	-£1,721.25
Projector		£431.33	-£431.33
Yr 3&4 coach for swimming		£600.00	-£600.00
Benches		£2,655.00	-£2,655.00
Christmas Party		£139.00	-£139.00
Disco	£102.00	£135.90	-£33.90
Yr 6 Leavers	£273.91	£316.54	-£42.63

TOTAL	£4,633.27	£6,738.94	-£2,105.67
--------------	------------------	------------------	-------------------

2016/2017 closing balance	£6,180.11
Add Income 2017/2018	£4,633.27
Minus expenditure 2017/2018	£6,738.94
Account balance as at 31 August 2018	£4,074.44

Accounts prepared by:
Claire Davey
(Treasurer)

Signed: *Claire Davey*

Dated: 15/10/18

Audited by:
Nicky Thomas

Signed: *Nicky Thomas*

Dated: 28/10/18

TIPTON ST JOHN PRIMARY SCHOOL PTFA ANNUAL GENERAL MEETING

Date Thursday 12 October 2017

Attendees Lisa Gianville, Claire Burrow, Sam Vidgeon, Claire Holland;
Stephanie Downing, Helen Burrow, Lauren Taylor, Michael
Tuckett, Hannah Bye, Hannah Boyd and Helen Gray.

Apologies Zoe Durham; Amy Clarke, Sarah Davidson and Carrie Anne
Paviour

No	Action/Discussion	Who/When	Comment
WELCOME			
1.	Sam welcomed everyone to the meeting.		
MINUTES OF LAST AGM			
2.	Everyone present had opportunity to look over last year's minutes.		
MATTERS ARISING			
3.	None.		
CHAIRPERSON'S REPORT			
4.	See attached document. Sam confirmed that she will be stepping down as Chairperson.		
TREASURER'S REPORT			
5.	See attached document. In summary, we did well last year and have funds if we want to spend a bit more this year.		
6.	Mr Tuckett said the school was pleased with the benches. He was not sure what the school's finances look like at the moment but the school has fewer children than they had expected at the beginning of the year so the school is glad that the PTFA has that excess.		

No	Action/Discussion	Who/When	Comment
	<p>The school has recently received a little bit more money from the government that will be used for the new playgrounds markings. There is also some additional money from the sugar tax, which has increased the amount of money the school has for PE.</p>		
7.	<p>There was some discussion about what the PTFA money could be used for and approach:</p> <ul style="list-style-type: none"> - replacing books; - 10 new iPads at the bottom site (approx. £3,000); - good to keep some money as a buffer (there will be £55 less per child in the next financial year) - have a fixed amount for coaches each year as this is quite a large part of the annual spend (Feniton PTFA give £3,000 a year for coaches – possibly half of this)?. 		<p>PTFA to discuss at next meeting whether money should be allocated on an annual basis to certain activities/needs of the school (e.g. coaches, arts week, new equipment etc)</p>
ELECTION OF OFFICERS			
8.	<p>Sam confirmed that she is stepping down. Zoe, Lauren and Amy are stepping down from the committee this year.</p> <p>Chairperson – Lisa Glanville – Proposed by Claire Burrows; Seconded by Hannah Boyd Vice Chair – Helen Burrow – Proposed by Claire Burrows; Seconded by Hannah Boyd Secretary – Claire Holland – Proposed by Claire Burrows; Seconded by Hannah Boyd Treasurer – Claire Burrows – Proposed by Claire Holland; Seconded by Hannah Boyd</p> <p>Committee Members – Hannah Bye, Hannah Boyd, Stephanie Downing, Lauren Taylor, Helen Gray and Carrie Anne Paviour</p>		
AOB			

No	Action/Discussion	Who/When	Comment
9.	<p><u>Marketing:</u></p> <p>Facebook group to be set up instead of a Facebook page.</p> <p>Look at updating the leaflets that are given to new parents</p> <p>Helen Gray has a chalkboard that the PTFA may be able to use for advertising outside the school</p>	<p>Lauren</p> <p>Sam to give Claire H a copy of the current leaflet</p> <p>Helen G to bring to next PTFA meeting</p>	
10.	<p>Next PTFA meeting</p> <p>Wednesday 1 November 2017 at Claire B or Helen B's house</p>		<p>Consider getting a licence for mulled wine.</p>

Tipton St John PTFA Accounts
For Financial Year 1st September 2016 - 31st August 2017

Account
No.:
80897361

Events	Income	Expenditure	Profit/loss
Sports day	£71.50	£12.00	£59.50
Bag 2 School	£240.00		£240.00
Misc	£36.00		£36.00
Sponsored run	£1,181.20		£1,181.20
Grants	£500.00		£500.00
BT MyDonate/C AF (Nikki Marathon)	£347.22		£347.22
50 Square	£292.00		£292.00
Xmas cards	£533.75	£421.00	£112.75
Xmas fair	£1,274.38	£408.24	£866.14
Donations	£90.00		£90.00
Mothers day	£87.50	£56.89	£30.61
Easy fundraising	£67.21		£67.21
Disco	£191.40	£25.83	£165.57
BBQ	£1,316.97	£494.35	£822.62
Xmas performance refreshments	£223.55	£89.74	£133.81
Childrens Bingo	£154.95	£73.89	£81.06
Adult Bingo	£300.40	£22.14	£278.26
Friday tea & cake	£291.05		£291.05

Purchases	Income	Expenditure	Profit/loss
Misc		£356.25	-£356.25
Coaches		£988.00	-£988.00
Trips		£1,140.60	-£1,140.60
Xmas party		£33.30	-£33.30
Yr 6 leavers		£74.85	-£74.85

TOTAL	£7,199.08	£4,197.08	£3,002.00
--------------	------------------	------------------	------------------

2015/2016 closing balance	£3,178.11
Add income	
2016/2017	£7,199.08
Minus expenditure	
2016/2017	£4,197.08
Account balance as at 31 August 2017	£6,180.11

Audited by

Thomas

26/9/17

NICKY THOMAS

Accounts

prepared by:

Claire Davey
(Treasurer)

Signed: 

Dated: 12/10/17

Audited by:

Nicky Thomas

Signed: 

Dated: 26/9/17