



PTA AGM Agenda

15/11/2018
20:00 pm – 21:45pm
Blue Boar Inn

Type of meeting: Temple Grafton PTA Annual General Meeting

Agenda topics

Welcome & Thank you from Chair

Headmistress review

Financial report

Election of committee:

- Trustees
- Chair & vice
- Secretary
- Treasurer & vice
- Committee Members

Christmas Fair

Breakfast with Santa

Dates for future events

How to encourage more volunteers

Easy Fundraising

PTA page on the website

Dates for next meetings

AOB



TGPTA AGM Minutes

15/11/2018
20:00 to 21:45pm
Blue Boar Inn

Type of meeting: Temple Grafton PTA AGM

Attendees: Mary-Anne Vitty, Lou Neill, Sarah Hendry, Jo Hanson, Julie Hatcher, Clare Cole, Clare Standage, Kelly Buffham Sarah Undery, Kim Rygielski, Suzanne Frear

Apologies: Francine Brown, Mark Wilson, Jo Wilson, Lou Taylor, Niki Bond, Mel Knox, Mel Chapman

Agenda topics

Welcome, thank you's & apologies

Discussion:

Lou Neill opened the meeting and thanked everybody for the positive turn out. Apologies as above

Headmistress Review

Discussion:

Mrs Hendry thanked everyone who is part of the PTA, not only those that come to meetings but everyone who helps to bring the events together. The money raised is fantastic but it also really adds to the community feel of the school. It is so important and makes TG what it is.

The barn dance last year was a lovely success. Lovely to get the film club off the ground. Children really enjoy it.

Thank you for all the hard work

Review of accounts for the year

Discussion:

Mary-Anne Vitty (Treasurer) reviewed the accounts from the last financial year which runs with the academic year going through the finance report which is appended to this Minute.

Everything we've raised we've spent. Try and hold £3,000 in the fund so we need to raise £6,500 throughout the next year to continue the contributions to the school – if we do everything we did last year plus coffee and conkers could make it

Barn dance didn't make quite us much as coffee and conkers but it was a family event

Easy fundraising needs to be promoted as it is an easy way for parents to do shopping that they would do anyway online but visiting the sites via the easy fundraising app gives a donation to the school

Election of committee

Discussion:

Mary-Anne and Lou Neill will be standing down from their PTA roles at end of academic year. MA especially has given a significant amount of time to the PTA. Both MA and LN plus other PTA members have Yr 6 children next year and feel that its only fair that they have the right to enjoy the last year in the school as parents and not do as much as organizing for the events

Mark and Jo Wilson have confirmed they will take over roll of treasurer but still no volunteer for chair. The reason the request has gone out now was to have a handover in interim period to show new person the ropes. Discussion about why people may not put themselves forward – fear of not knowing what is done. The role needs to be explained to people in a little more detail so they understand the role. LN will send a letter out in January with a job description

The chair is an essential role to the PTA as an organization – if we don't have one, we can't have a PTA and the events that we won't be able to run. Would need to call extraordinary meeting Year end. LN and MA would formally stand down at the first meeting which would need to be an AGM to re-elect a new chair

In terms of roles between now and end of academic yea

Louise formally resign and re-appointed as Chair

Nominations for Chairperson: Lou Neill

Nominated by Julie Hatcher

Seconded by Jo Hanson

Passed

Nominations for Treasurer: MaryAnn

Nominated by Suzanne Frear

Seconded by Sarah Undery

Passed

Nominations Vice Assistant for Treasurer: Mark Wilson

Proposed Mary-Ann Vitty

Seconded Louise Neill

Passed

Nomination for Secretary: Julie Hatcher

Proposed Mary-Ann Vitty

Second Sarah Undery

Need to appoint Additional Trustees – Julie Hatcher and Fiona Britt – MA will speak to FB

Action items:	Person responsible:	Deadline:
Job Description to be put together for Chair	Lou Neill	January

Christmas Fair

Discussion:

MA has put together a spreadsheet which will be circulated outlining the events at the Fair. Format the same but re-jigging. Not having Christmas grotto this year as Santa will be coming for breakfast instead (see below) This will make fair more straight forward as won't have to create grotto prior to the fair starting

In Class 1 will have

Choc tombola
Reindeer food
Tattoos and Nails
Christmas colouring (free)

Hall

Champagne toss – Howard
Chocolate toss – Howard – 2 large choc bars needed
Balance a coin on a lemon
Bottle tombola – donations will be requested in newsletter and handed in on the mufti day on 7th December, Cathy Barron will run if it can be labelled up
Hampers for the raffle - need to request hampers/boxes- £1 shop in Alcester doing boxes and donations for the hampers
Plant stall and mistletoe & teatowels

Catering
Jonathan will source pork for baps but not serve. Needs 3 / 4 ovens. Lou and MA will do meat.
Cake stall

Kids Present Room

Wrapping gifts was problematic for adult helpers last year. Agreed could pre wrap gifts and kids could pick what they want and write labels. Needs an adult on the door to make sure kids pay to go in. Suzanne Frear will look at sourcing presents at £1 a present. Clare Standage has brochure of bulk buy gifts

Elfie Selfie - Need to check how much photographic paper we have

Class 2 and 3 for kids games rooms – will have fairy lights and music to give a little more atmosphere

Santas chimney- Chuck the turkey down the chimney

Hendrys Hammer _ MV

Santas skittle – CV

Pot the sprouts

Play your cards right – Gareth Brown

Throw sprouts in glass jars

Treasure Trail – find items in different rooms. Francine Brown will do

Token sheet instead of card – MA and FB

Action items:	Person responsible:	Deadline:
Choc tomboloa – Class 1	Mel	
Whatsapp jobs list	MA	
Print raffle tickets	Francine	
Donation letter – bring a bottle or something for a festive hamper	LN	
Plants	Toya	
Apple Sauce	SH	
Presents for present room	SF	
Christmas music for Class3 and 2		

Breakfast with Santa

Discussion:

New idea that has come in to do breakfast with Santa – it's done at several of the surrounding schools. Have agreed 20th December which is the same day as Christmas lunch and wear something festive to school

Children arrive 8am and are provided with breakfast – croissant, muffin, fruit,

SH conscious some children get very hungry – could we do cereal too - would need to source bowls.

Choice of food will go on notification letter so we can pre order it

FC will be in the snug – twinkly lights. Take a table at a time up to see him and get a chocolate Santa

Whilst other children are waiting there will be a Christmassy short film – stickman, gruffalos child,

snowman and colouring to keep the busy

Chocolate santas will then be put in a box in the classroom to collect them up

Set up on Wednesday evening – tables and snug. Could be in school until 6pm – 7pm if necessary– speak to Ian.

Francine is speaking to Sarah Bridgwater to see if we can get Magic Alley FC. If not we need to find someone. Fraser Henderson, David Keays, Giles Owen (No 1 Croft lane)

We have a santa costume. 8am arrival ok to run until 9.30am and can be done in one sitting

Dunnington school doing their breakfast with Santa on 4th December Kim will find out what they do for breakfast.

Parents will be informed of the breakfast and that Santa won't be at the fair in the newsletter and then there will be a follow up letter

Action items:	Person responsible:	Deadline:
Letter to inform parents	Julie Hatcher	10/12/18
DVDs for films		

Dates for Future events

Discussion:

Film Night – January 18th

Disco - Fri 8th Feb

Bingo/Quiz Night to be discussed at January meeting

Fill the smartie tube with 20ps as Easter fundraiser

Next PTA Meeting in January 31st

Action items:	Person responsible:	Deadline:
Book DJ for Feb Disco	Francine	

How to encourage new members

Discussion:

As above re role of Chair, we need to explain clearer what is involved. People may be scared their signing up to more than is actually necessary

School Facebook group? SH said that a couple of years ago they surveyed parents and feedback was they

didn't want. SH wants to revisit that.

Problem is getting people to read things. Fiona struggles with people not reading newsletter so other letters/emails may not be read. Discussed changing the medium of how we communicate – WhatsApp group is working really well. Could have a TG PTA facebook page provided there was an administrator who could approve posts and it doesn't turn in to a forum for raising issues that need to be raised directly with the school

Action items:	Person responsible:	Deadline:
Set up PTA facebook page – TGPTA	Suzanne	

AOB

Discussion:

- Easy Fundraising – in Newsletter. In new parents pack. Need to let parents know how can raise donations through shopping via easy fundraising – just need to have an app
- Gift Aid Forms – need to be completed for people that do donations. SH reluctant to send out a letter requesting donations – some people do it but it doesn't feel right to ask – can be put explained as an option in new parent info pack. If we have a sponsored event each year we have enough gift aid forms signed via that to gift aid donations
- Pre school facility when reception is in forest school – SH will look at doing it in the new year

Dates for next meeting: January 31st