



PTA AGM Agenda

30/01/2020
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**

Circus Event

Rags 2 Riches

Dates for future events

Dates for next meetings

AOB



TGPTA AGM Minutes

30/01/2020
20:00 - 21:45
Blue Boar Inn

Type of meeting: Temple Grafton PTA AGM

Attendees: Louise Taylor, Suzanne Frear, Julie Hatcher, Jo Hanson, Kelly Buffham, Kat Sumray, Jen Dean, Sarah Hendry, Niki Bond, Mark Wilson, Kim Rygielski, Jo Hanson, Louise Taylor

Apologies: Jo Wilson, Faye Brown, Jo Remes, Suzy Mahoney, Sophie Faulkner, Mel Knox, Louise Woods

Agenda topics

Welcome and Thank you

Discussion:

Julie Hatcher (JH) opened the meeting and thanked everyone for the positive turn out. A special thank you was extended to Sarah Hendry (SH) for all her support over the years with the PTA and it was recognised how instrumental she has been in the PTA becoming what we have today.

Suzanne Frear (SF) noted the apologies (as above).

Headmistress Review

Discussion:

SH reflected that we've had a brilliant year. She 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 more importantly, it adds to the community feel of the school. It is so important and makes TG what it is.

The money from the PTA has been put to good use with the purchase of the new chairs and tables. The chairs have added a lot of colour to the classrooms and are a lot more comfy for the children. All the traditional events have now become very well established and enjoyed by many ie film nights, discos etc.

Review of accounts for the year

Discussion:

Mark Wilson (MW) presented the financial report for the last academic year (1st September 2018 – 31st August 2019). It was noted that the film night was a success as well as the bingo. The Christmas fayre and the summer fair continue to bring in the most money.

MW stated there is approximately £6000 to spend- to be confirmed. Potential projects were discussed:

SH would like to promote reading for pleasure as discussed in previous meetings. SH has put together a list of 50 books per class and would like at least one copy of each book. She estimates this would cost £2000.

The other projects SH noted was the school hall which would include: a new projector in the school hall (approx.. £1250), repainting the hall and replacing the boards. Also would like to consider bringing in an artist to help the children produce a mosaic for the back wall in the hall (approximately £1000).

Different tables in class three are needed.

Part of the bottom playground needs landscaping although it was noted that more thought was required with this project.

Forest school- Melissa Chapman may be moving on at some point so this may mean we would need to train a further person to take over forest school (approximately £400). There is nothing significant in forest school at the moment to spend money on.

Louise Niell (LN) highlighted the need to continuously review and tweak the usual formats of events in order to ensure the maximum earning potential is being realised. She gave the example of the film nights and since introducing food, how the amount of money made has increased.

Actions Needed

By Whom

Deadline

MW asked for a list of events that will run for the rest of this year

JH

A forecast for how much will potentially be made over the rest of this academic year will be made to give a better indication on how much could be spent.	MW	
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A plan for spending the money can then be made	SH, SF, JH	
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Election of committee		
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Discussion:

Election of committee took place:

Louise Neill is standing down as chair

Nominations for Chairperson: Julie Hatcher and Suzanne Frear

Nominated by Jo Hanson

Seconded by Louise Neill

Passed

Maryanne Vitty is standing down as treasurer

Nominations for Treasurer: Mark Wilson and Jo Wilson

Nominated by Suzanne Frear

Seconded by Kelly Buffham

Passed

Julie Hatcher is standing down as Secretary

Nomination for Secretary: Kelly Buffham

Proposed Julie Hatcher

Second Louise Taylor

Passed

Trustees

Sarah Hendry, Suzanne Frear, Julie Hatcher, Mark Wilson, Jo Wilson

Action items:	Person responsible:	Deadline:
Charity form needs to be completed to notify of changes to trustees	Mark / Jo Wilson	ASAP

Circus Event

Discussion:

Last year St Nicholas Cof E Primary school PTA in Alcester organised a circus event. This included setting up stalls / tombola etc plus a circus. They raised a substantial amount of money for a one day event and many families attended with great success. They have asked whether we would like to join them in organising the next circus event they are planning for September 2021. There is a meeting on Wednesday that JH, SF and SH will be going to discuss further. It was recognised that It would also be good to collaborate with other PTA's in the local area and share ideas. Further it would be especially good to collaborate with the other PTA's within our academy trust to possibly run some joint events.

Action items:	Person responsible:	Deadline:
Attend meeting to discuss Circus event further	SF, JH, SH	February

Rags 2 Riches

Discussion:

Rags2Riches have now delivered the bags and banner to school. It was agreed that we will give out the bags just before half term. Sticker will be given to the children the night before collection as a reminder. Collection is 3rd March 2020. We wondered whether we can the older children involved in the collection. The event needs to be promoted including being very clear on what is acceptable items to put in the bag.

Action items:	Person responsible:	Deadline:
Write a summary to go out in newsletter tomorrow	Julie Hatcher	31/01/20
Post information on the facebook page	Suzanne Frear	

Dates for Future events

Discussion:

Rags2Riches collection date: 3rd March 2020.

Event over Easter: Friday 27th March 2020: Easter themed cake stall.

Film Nights: 20th March 2020, 15th May 2020 and 3rd July 2020

Disco Nights: 7th February and 5th June

Bingo Night 2nd May

Summer Fair 11th July

Action items:	Person responsible:	Deadline:
Confirm the easter themed cake stall with cake team	KB	completed

AOB

Discussion:

- LT raised the issue of continually being aware of the need to reduce the use of plastic. There have been good examples of how we have moved to biodegradable options as much as possible. We need to consider recycling the hampers as much as possible. Also need to consider the prizes that are given out and whether they can be non-plastic prizes.
- Easy Fundraising – we need to make sure we continue to promote Easy Fundraising. Examples of how people were using were shared and we thought it would be helpful to share these ideas further in order to promote the page. It would be useful to think further about how to promote the idea because it is such an easy way to raise money for the PTA. A stall at the summer fair could be considered.
- Bingo- considered who could be caller this year. Mark Wilson and Chris Hanson were both suggested as possible callers.
- Raffle Prizes: we were successful last year with receiving very good raffle prizes. March / April we need to start looking at raffle prizes again. It would be helpful if someone could take a lead in organizing this. JH had some thoughts regarding who this could be and will ask them. To put on the agenda for the next meeting.

Dates for next meeting: 19th March 2020

