

## MINUTES OF WFJS PTA AGM 06.11.19

**Present:** Fran Madel (Chair), Claire White (Treasurer), Victoria Churchill (Secretary), Suraya Siddiqui, Hayley Mooney, Paul Mooney, Tamsin Eaton, Julie Kingsley, Karen Martin.

Agenda item	Action	Who?
Apologies for absence	The following parents gave their apologies: Sara Wilson, Kate Price, Tamsin Stanley.	N/A
Minutes of last meeting	Approved.	N/A
Overview of last year's activities & recent events	Fran welcomed all those who had attended to the meeting. She gave an overview of all that had taken place and how £28k had been raised over the past year. Due to the PTA being so small, the number and type of events had been reviewed. For example, the celebration evening was combined with the summer fair, and we have ceased to run film nights due to lack of helpers. On a positive note however we raised a little more than previously due to parent donations and good support for the events that we did put on.	Fran Madel
How to get involved - class reps, committee, formal roles	<p>Class Reps still required. The role can be as much or as little as the individual wishes but as a baseline:</p> <ul style="list-style-type: none"> <li>• run one cake sale per year</li> <li>• arrange gifts/cards for teachers</li> <li>• fill the rota for the stall their year is responsible for the summer/Christmas fair Anything else is optional.</li> </ul> <p>3M - Anoushka (Serafina)            3A - vacant            4D - vacant            4G - vacant            5C &amp; 5S - Julie Kingsley (Henry) will do stalls and teacher gifts but we need a volunteer for cake sales.            6H            6C            Another request for help will be sent out.</p> <p>Hayley volunteered to run the discos and we have a volunteer face painter for events (Rachel) who did a great job at our Halloween party.</p>	Fran Madel
Treasurer's Report	<p>Review of 2018-19 accounts given and documents attached.</p> <p>Discussed gift aid and how the school benefits from donations to the PTA rather than the school as the PTA can then claim gift aid (25% of every £1).</p> <p>We had fantastic donations this year which have come via Give as you Earn, gift aid donations and matched funding. We would like to again thank those responsible.</p> <p>The matched funding which is funding received from companies in return for parents volunteering at fairs. This will disappear when that person leaves this year.</p> <p>There was discussion about adding the facility to make a regular donation to the PTA on Scopay so that gift aid can be claimed. Paul Mooney will look at other regular fundraising options with school.</p>	<p>Claire White</p> <p>Paul Mooney</p>

<p><b>Election of PTA Committee Members</b></p>	<p>Claire White is stepping down as Treasurer. Suraya Siddiqui has offered to shadow Claire and take over as Treasurer.  Victoria Churchill stepped down and as no replacement has been found, she will continue to process TENS.  Lucky Patton (Vice-Chair) resigned during 2018-19. The role of Vice-Chair is now dissolved.  Fran is looking for support in her role as chair, with a view to someone taking over.  Elections -  Chair: Fran Madel, Proposed by Claire White and Seconded by Karen Martin.  Treasurer: Suraya Siddiqui, Proposed by Fran Madel and Seconded by Claire White.  All others present agreed to become members of the committee. Fran will circulate role requirements via the school bulletin.</p>	<p>Fran Madel</p>
<p><b>Proposed Upcoming Events/Fundraising</b></p>	<p>PTA social has worked well for getting volunteers but Facebook and WhatsApp groups have helped enormously.  <b>Fireworks with Infant School - Sunday 10<sup>th</sup></b>  Purchase of glow items for this event was late this year and incurred more costs. Buy earlier next year.  <b>29 November</b> - PTA Social Club. Indoor games and Bingo planned.  <b>13 December</b> - Christmas fair straight after school.  Fran will circulate stall list and what needs to be done.  Confirm external stalls.  Will ask for voluntary donation on gate and provide mulled wine to avoid need for a TEN.  Mufti day now on day of fair, and bottle donations that morning due to school closure on 12<sup>th</sup>. Will need lots of helpers that day.  <b>Silent Auction</b> - Julie will do local businesses, Hayley will do corporate requests and Vicki will run the text based auction. Vicki will circulate last year's letter and spreadsheet.  <b>Cauliflower Cards</b> - next year please could the school offer this to be done in an art lesson at school for years 3 &amp; 4. Several present willing to help in classes to enable this to happen. Good fundraiser and a nice thing to do.  <b>Quiz Night</b> - Steve Dalton will run going forwards.  <b>Circus</b> - big event planned for the spring.</p>	<p>Fran Madel</p> <p>Victoria Churchill</p>
<p><b>Any other business</b></p>	<p><b>Governor involvement with PTA</b> - Paul will approach Anthony Mollett for support with budget setting, finance goals of PTA and those of school.  <b>Fundraising Goals</b> - would like targets to encourage fundraising - specific goals.  <b>Funding bids</b> - Enquiry as to outcome of funding bids which were started next year by Lucky Patton for external sports facilities.  Enquiry as to formal guidance on what the PTA will fund on behalf of the school. We will re-circulate documents.</p>	<p>Paul Mooney to discuss</p> <p>Mrs Day</p> <p>Mrs Day</p> <p>Victoria Churchill</p>
<p><b>Next meeting</b></p>		

