



Friends of Joydens Wood Infants School

AGM Minutes

Thursday 19th October 2017 - 1.30 to 3pm

Attendees:

Miss Hatley	Hayley Muttett
Judith Warrener	Donna Turner
Sam Charlton	Sue Grimble
Lucie Parsons	Sue Hallam
Laura Taylor	

Apologies:

Mrs Adams

- **Introductions** - (go around the table and introduce ourselves)
- **Explanation of Committee Roles**

PLEASE bear in mind that although these roles are important, **it's the teamwork and the support of the whole of the PTA** that means these activities and events happen!

Chair

- Welcome and involve new members
- To provide leadership
- Set the agenda for meetings and run the meeting
- Write regular newsletters in cooperation with the secretary
- Sign cheques for the PTA with one other committee member
- Meet with Miss Hatley, Mrs Hallam and the treasurer to agree PTA financial commitments for the year.

Secretary

Key committee member as they are responsible for

- Ensuring effective communication links between committee members and between the PTA and the school.
- Deals with all the correspondence received and helps the Chair ensure that committee meetings run smoothly
- Takes the minutes (although don't let this put you off, we all cast an eye over them before they're published on the school website).

Treasurer

- This role doesn't require an accountant but it does need someone who is organised, has a reasonable head for figures, can use spreadsheets and is able to read and understand relevant legislation.
- The Treasurer has overall responsibility for managing PTA funds and complying with legislation governing charities.

Ordinary Members of the PTA

- Parents and carers of children at the school are automatically Ordinary Members of the PTA (don't worry we don't think you're ordinary, it's just a term!).
- We really want your opinions and ideas at our PTA Meetings, (voting is by the committee members).
- All parents and carers are encouraged to help out at the fundraising events.
- Information on help needed is usually provided by class reps or via email in the run up to events.

Class Reps

- Each class to have a representative nominated and organised by them to attend each meeting where possible.
- Class Reps ensure good communication with the parents and teachers of their class.
- Maintain a class list/WhatsApp group, email distribution group and text message group where possible (this should be renewed each year in line with the Data Protection Act rather than carried forward).
- Provide feedback and ideas from class to the PTA Committee.
- Welcome new parents to the school.
- Liaise with class teacher for any specific help required from PTA.
- Arrange social events for their class.
- Help out at and recruit volunteers for PTA events

We always welcome any help - **Great** or small !

Publicity We'd love it if anyone would like to design event posters/flyers etc.

Committee Members Vote to fill positions as below

	Proposed by	2nded by
Chair Lucie Parsons	Judith Warrener	Sam Charlton
Deputy Laura Taylor/Sam Charlton	Lucie Parsons	Judith Warrener
Secretary Laura Taylor	Lucie Parsons	Sam Charlton
Deputy Treasurer Sam Charlton	Hayley Muttett	Miss Hately

Treasurer Report:

See separate report

Large spend project - £23,000 quote for all of the work on the outside area - passed to Miss Hately for feedback and analysis. Amount to be added to fundraising bar on website.

Set our aim for fundraising for £10,000 via our events and fundraising

Confirming annual spends of PTA to include - Road Safety shows, books for Christmas, Christmas lunch upgrade, Christmas panto, Y2 leavers' gifts. Any other requests to be submitted via form to Sam Charlton and discussed and voted on at the next meeting.

Vote - new protectors for posts for sails in main playground - quoted £600 - £800 - Approved

Vote - new rugs for reception area quoted £700 - £900. Declined (requirement for the whole school to benefit)

Vote - purchase raffle prize for Christmas as main prize - £50 if another main prize from parent donated, if not £100 Bluewater vouchers. Approved

Any Other Business

Next meeting to discuss Upcoming Christmas Events - Christmas Shopping Day, Christmas Wrapping Day, Christmas Market

Actions:

Miss Hately to send out message for each class to have a PTA representative after half term

Mrs Warrener to draw up poster for each classroom (to Miss Hately by 10am for approval)

Sam Charlton to draw up form for any further requests for funding

Donna Turner/Laura Taylor to ask reception parent if she might be able to donate a larger prize

Judith Warrener to compile a sign-up sheet for the various December PTA activities

Sam Charlton to Contact Pound World / Land.

Next Meeting - Friday 3rd November 1.30pm - carrying on in Afternoon Tea. Attempting to get new parents involved.