

Polehampton C of E Infant School PTA

Minutes of AGM Meeting held Tuesday 14th July 2009.

Present: Ali Sinfield, Claire Lawrence, Helen Ball, Gill Port, Jackie Morgan, Rachel Blain, Paul Kendall, Liz Cornelius, Helen Gardner, Phil Whattam, Nicola Bradshaw, Thea Warwick, Viv Young

Apologies: Kathy Peck, Kirsty Beeton, Rakhi Drennan, Russel Grubiak, Sharon Bettridge

1. Attendance and Apologies	Action
As above	
2. Previous Minutes / Matters Arising	
The minutes of the previous AGM meeting were agreed No matters arising	
3. Chairs Report	
<p>Ali passed on the comments in a letter from Paul Bramley on behalf of the Board of Governors, in which he thanked the PTA for their work in the garden, and expressed appreciation for all the fundraising work carried out by the PTA through the school year.</p> <p>I ended my Chair's report last year by saying that our challenge for this year would be to "consider how to broaden the brief beyond raising money and looking at other <u>practical</u> ways that we can work with the school." We have begun to address this since September through varied events, activities and projects undertaken over the year. I'd like to remind you just how much we've managed to pack in to one school year.</p> <p>The Autumn term was very busy, beginning when we supported the Victorian Day celebrations by paying for the cakes, kindly and beautifully made by Emma, a set of slates that helped the children experience a Victorian classroom and a purse with our school logo for every child as a keepsake of the celebrations. We also extended last summer's Funmats project to include the whole range of products featuring the children's artwork. A great time was had by all at the November craft evening. The chocolate fountain was as popular as ever and there were once again many carefully made projects proudly carried home! The term ended with our Christmas Fair and raffle which was fantastically supported with a combined profit of over £2000! The raffle was then matched by Microsoft.</p> <p>The Spring was quieter in fundraising terms with just 3 main events. Our sponsored event was a Singathon. We must thank the teachers for organising the afternoon for us, the children enjoyed it and seemed surprised how many songs they knew. The Quiz night was also great fun. Many thanks go to our excellent quizmaster Richard Rudman and to Heidi Rudman and Claire Lawrence for organising the questions and extra fun rounds. The Dad's team this time came prepared with Spiderman tableware and pre-dinner nibbles but could not upstage the Pink ladies floral table decoration! The last event of the term was the Easter raffle, again brilliantly supported and matched by Microsoft.</p> <p>This last term has focussed on the Summer Fair which, despite uncertain weather was a very happy family afternoon, ending with the release of 500 balloons. We have already had an email reply from the Netherlands! The children have also, as always, cleared out the cake sales and enjoyed the termly discos.</p> <p>So, having worked so hard to raise all this money, what have we done with it? In September we</p>	

identified 3 priorities. The most pressing for Claire, Gill and myself was that, having taken a loan from the Twyford Parish Council to finance the play equipment last year, we should ensure the whole £5000 was paid back within our tenure so we didn't leave that burden with a new team taking over from us.

We had a request from Miss Ball and Miss Wilberforce to help finance a set of infant-friendly laptops and a plea from Mrs Clark for some help to clear the space behind the bike racks so the space might eventually be a wildlife area.

What a long time ago that now seems! The idea of reclaiming an unusable space caught our imaginations and when Miss Ball felt it would be possible to find laptop funds from the Polehampton Charity, we formed our plans.

Microsoft kindly provided a team of 10 hard workers for a day and, with the assistance of a tree shredder and Stuart Head and his trusty truck, they -cleared the entire area behind the racks and removed all the debris. This was followed by a parent volunteer day when we removed the old pond, dug out a new hole and set out a new pond with marsh end. Meanwhile Jackie was rotivating...and rotivating...and rotivating. With a blank canvas in the newly reclaimed area we worked with Mrs Clark, Helen, the teachers and Stuart to develop and draw up a plan. After Christmas Stuart and his team moved some fencing, laid the patio, built the shed and created the path in several groovy textures. The area was now ready for planting which was accomplished in May.

I am very proud of this little area. It hasn't been a huge fundraising feat but I do think that it will make a difference to the children's learning and enjoyment of their school grounds. If you think back to the planting day when there were quite a number of families with everyone joining in to help is a lovely example of the extended work for a PTA that I mentioned earlier.

Of course, without a great team none of this is possible. I would like to thank everyone for giving up their time and making a contribution to the great success we've had. I do have a few particular thanks: to Helen and the staff who are so accommodating with both their class and own time. It is important that we understand that very few staff bodies are as prepared to give of their own time to support events on Saturdays and in the evenings.

Thanks also to Gill, our Treasurer who has kept us in good financial order. The job of Treasurer is not as frontline as event organising, but it is essential and at various points of the year, very time consuming. Many, many thanks Gill.

I also want to thank Claire who came to her very first PTA meeting (the AGM 2 years ago), had a glass of wine and walked out as Vice Chair! Claire, thank you for all the time and effort you have put in to all the events and the more background tasks as we developed procurement, new parent coffee and chats and helping hands network..... You've been a star!

To conclude, I've had a blast being part of this PTA – now it's over to you..!

Ali then passed on the comments in a letter from Paul Bramley on behalf of the Board of Governors, in which he thanked the PTA for their work in the garden, and expressed appreciation for all the fundraising work carried out by the PTA through the school year.

4. Treasurers Report

The PTA financial year ended on April 30th and the accounts have now been completed. Fundraising efforts from May 2008 to April 2009 have raised £11,351 compared to £11,233 in the previous year, which included a loan from Twyford Parish Council of £5000. We paid out £23,151 – the largest items being the Fitness Trail and the work to the gardens and paved area, shed and white house. Therefore our funds increased this year by £118 and our total in the bank is £4,373.17 as at close of business on 13th July, of which £300 is restricted funding as the donation was specifically for the

planting of new trees.
 We have been fortunate in being able to repay the loan to the Parish Council a full six months ahead of schedule.
 In line with our constitution, these accounts have now been audited by Rachel Francis, a qualified accountant who is not a member of the committee.

The summary of the annual accounts for 2008-09 are below.

5. Head teachers Report

Helen Ball thanked the whole PTA, whether present or not for their work this year. In particular she appreciated the achievements of current team and the legacy they leave behind.
 Helen thanked Gill for her work as Treasurer, making sure everything is legal and proper and stated that Ali and Claire had been awesome as Chair and Vice Chair; their enthusiasm, passion and commitment having had an amazing impact on every child in the school.

6. Nomination of Officers 09/10

Position	Name	Proposed	Seconded
Chair	Phil Whattam	Ali Sinfield	Gill Port
Vice Chair	Helen Gardner	Thea Warwick	Nicola Bradshaw
Treasurer	Nicola Bradshaw	Claire Lawrence	Jackie Morgan
Secretary	Jackie Morgan	Helen Ball	Paul Kendall

7. A.O.B.

On behalf of the PTA Phil expressed thanks to the officers who are standing down, for all their work over the last year.

Helen Ball and Helen G arranged to meet on Friday for a preliminary discussion about arrangements for the coming year.

Communications to parents: It was agreed that the new officers will be announced in September and the newsletter on Friday 17/7 will wrap up the main PTA achievements of the year and the summer fair results. These notes will also be posted on the website

Gill to summarise into a doc

Jackie to arrange for Kathy Peck to post on website

Ali reminded everyone that the Junior School PTA is keen to continue to work together with the infants PTA, and that we should all maintain regular contact.

GP
 JM/KP

ANNUAL ACCOUNTS 2008/2009

PROFIT FROM FUNDRAISING

Donation from Madeline Mabey Trust for Fitness Trail	£	500.00	
Donation from Theale Staff Charities	£	728.19	
Matched Funding – Microsoft (Summer & Christmas)	£	1,538.50	
Louise Ramsay – Donation (Marathon Sponsorship)	£	513.00	
Catalogue and Online Shopping	£	237.79	
Discos	£	557.17	
Fathers Day Funmats	£	294.20	
Summer Fair (12/07/08)	£	1,205.06	
Craft Evening	£	342.75	
Christmas Raffle	£	988.20	
Christmas Fair	£	1,501.01	
Sponsored Event	£	924.00	
Quiz Night	£	66.88	
Easter Raffle	£	598.45	
Gift Aid from Sponsored Event	£	192.93	
eBay	£	46.08	
Community Cashback Cheque	£	500.00	
Funmats – October 2008	£	513.95	
Chocolate Fountain Hire	£	30.00	
SUB TOTAL	£	11,278.16	(A)

INTEREST ON DEPOSIT ACCOUNT:

Gross interest (29 June 2008)	£	43.68	
Gross Interest (30 September 2008)	£	18.37	
Gross Interest (31 December 2008)	£	10.37	
Gross Interest (31March 2009)	£	0.95	
	£	73.37	(B)
TOTAL	(A) + (B)	£ 11,351.53	(C)

LESS EXPENDITURE

Loan Repayment to Twyford Parish Council 1st July 2008	£	1,000.00	
Loan Repayment to Twyford Parish Council 1st December 2008	£	1,000.00	
Loan Repayment to Twyford Parish Council 1st March 2009	£	1,000.00	
Bank Charges	£	30.00	
Ground Works Costs	£	3,740.86	
Miscellaneous PTA Expenses	£	52.28	
Wokingham Borough Council Annual Lottery Licence	£	20.00	
Fitness Trail	£	14,663.00	
Leavers Bears	£	101.52	
120 th Birthday	£	442.21	
School - Coaches to Christmas Panto	£	300.00	
School - Christmas Puppet Show	£	205.00	
Bikes for Infant School	£	506.84	
NCPTA Membership & Insurance	£	90.00	
LESS	£	23,151.71	(D)

TOTAL PROFIT FOR YEAR (C) - (D) -£ 11,800.18 (E)

BANK BALANCE AS AT 30/04/08 £ 16,919.55 (F)

BALANCE AS AT xx/xx/xx (E) + (F) **£ 5,119.37**

REPRESENTED BY

Current Account	£	3,018.05
Deposit Account	£	2,001.63
Paypal Account	£	99.69

GRAND TOTAL **£ 5,119.37**