

**Gwyn Jones Primary PTA – Annual General Meeting**

**Meeting Minutes - 16<sup>th</sup> Sept 2015**

**Venue: Gwyn Jones Primary School - Studio**

**Time: 7.30-9:20pm**

**Meeting Minutes: Caroline Hanks**

Present:

Carrie-Anne Hall (C)  
Caroline Hanks (S)  
Vanessa Mulholland (T)  
Ruth Doak (DH)  
Toni Moore (H-T)  
Nicola McEwen  
Cleo Ovendon-Hodges  
Sarah Craner

Emma Bowman  
Lisa Greenwood  
Casper Will  
Charly Hutson  
Emma Perera  
Patrick Symes  
Sophie Berteau  
Faezabee Seidally

Jessica Moore  
Mark Hilton  
Korina Gerolazou  
Darius Kersevicious  
Stephanie Pamment  
Ben Bradley  
Peter Barrett  
Sumaiya Zamwala

Apologies: Katrina Sukky

Agenda Item	Topic /discussed	Action
<p><b>Welcome word from the head teacher , deputy head and chair</b></p>	<p>On arrival, whilst having refreshments, each attendee completed a form of their contact details. They were asked to answer some fun multiple choice questions of which would highlight their areas of interests and attributes. In turn this would aid finding a good fit with one of the roles as a PTA volunteer on the committee. This fitted into the flow chart, and role descriptions displayed, as so attendees could easily see areas that need to be covered for events etc..</p> <p><b>Carrie</b> PTA Chair, welcomed everyone and thanked them for the great turnout on a horrible rainy evening. She hoped that every ones child/ren were settling well into the school year .Carrie has two boys in the school, in year one and year 4. She spoke about her 3 years as chair of the PTA. and how the school she attended wasn't that great and that she wanted to give something back and this was her way of doing it .She continued that it wasn't just fundraising driven, it was about creating great experiences in childhood and capturing those memories, as primary school goes so quickly.</p> <p>Carrie asked each attendee to introduce themselves, and their child/ren and which year/s, and as an icebreaker say something about their child , and something random about themselves.</p> <p><b>Toni Moore</b> Newly appointed head teacher expressed how excited she is to start working with the PTA. She emphasised how important it is as part of a school, and that having such a great PTA really showed against other schools and how successful this is within Gwyn Jones. Having the PTA is an important part of the school and it shows how dedicated and passionate its members are that provide this success.</p> <p><b>Ruth Doak</b>, Deputy head shared how she has been involved in the PTA as a parent, and shared how her daughter used to encourage and feel so proud of having her help on the stalls at the events. Children do talk for a long time after events and look forward to the next ones. Ruth talked about the PTA being about building relationships, bringing the community together. Parents, friends and relatives being as one. It's important to have people volunteer for the PTA "Many hands make light work" if more parents become involved, if each person does a little it means no one is doing a lot. Also for parents to become advocates of the PTA and encourage others to be a part of it.</p>	
<p><b>General aims of the PTA</b></p>	<p>One aim of the PTA is to raise funds for the school to provide the items that would otherwise not be available to purchase with the school budget. This is not a standalone reason and is not solely fundraising driven .The PTA also prides itself on making lasting childhood memories for their children through the events that raise these funds.</p>	
<p><b>Roles and responsibilities of PTA and reflection</b></p>	<p><b>Current Roles</b> Carrie explained the roles of the chair, secretary and treasurer and the vacancy of the vice chair.</p> <p>Current roles are filled by:</p> <p><b>Chair</b> – Carrie-Anne Hall -3 years <b>Secretary</b> –Caroline Hanks -1 year officer &amp; 6 months committee <b>Treasurer-</b> Vanessa Mulholland -1 year</p> <p>All three that are in these roles are happy to stand for a further school year, the attendees were invited to put themselves forward for the positions. No one else put themselves forward.</p>	

Vanessa spoke to the group about the scope of work and time Carrie puts into the PTA as chair and it was important to have a vice chair in post to support the work she does, and take on delegated tasks.

The attendees voted resulting in:  
Carrie-Anne Hall – Chair - re-elected  
Caroline Hanks – Secretary - re-elected  
Vanessa Mulholland - Treasurer - re-elected

**Vice chair:** This role is to support to the chair for events and admin

This role will be shared by Lisa Greenwood, whom was elected in and Evelyn Barrett elected (put forward on request by her husband Peter) pending on her presence at the next PTA, Wednesday 23<sup>rd</sup> September 2015.

### **Treasurers / chair report**

Carrie announced what a successful year the PTA has been.

The report was talked looked through by Vanessa, treasurer.

Vanessa stated that she was going to talk through figures as a general overview in the context of the meeting, and that if anyone would like to see exact figures and more in depth and further details that they could ask her.

Fundraising for the year's events alone was approximately £4900. This is 44% increase from last year's event's figures of £2600.

An addition to this there were other areas of income:

Theydons (sponsorship boards)	£1, 500
Waitrose (community project)	£ 300
Bag 2 school (2 collections)	£ 130
School uniform sales	TBC

These projects, combined with the events, minus admin fees, resulted in

approx £6200 profit

#### **So how we spend :**

This year so far we have spent approx £2,600 Vanessa gave examples (not exhaustive list) areas of some of this expenditure:

Instruments	£125
Class room gifts	£427
Projector	£800
Storytelling	£225
Year 6 leavers books	£200

Monies have been promised to the total of £2,200 for the following areas

Story telling workshops	£ 450
Library Books	£ 500
One off trip /topic boxes /playground	£1,200

	<p>Leaving a remaining budget of £1,380.</p> <p>Parents asked how it was decided of which areas PTA monies were spent. Carrie explained that it was done through a consultation process of her attending teachers meetings (to find out areas of need for them) meeting with the head, the school council, and finally voted through PTA meetings.</p>	
<p><b>Budget for spending /fundraising goals</b></p>	<p><b>Budget remaining to spend:</b> £1380, expenditure to be decided at further PTA meetings.</p> <p>A pot of monies £3,000 -£5,000 roll over from previous years to also available. This needs to be decided on, if this is going to be put towards one of the larger projects such as outdoor shelter /class room.</p> <p><b>Fundraising goals 2015/16</b></p> <ul style="list-style-type: none"> <li>*£470 Christmas/games-£30x 13 classes +£40 nursery + £40 lunchtime games</li> <li>*£230 Year 6 school leavers books</li> <li>*£300 Music tuition contribution</li> <li>*£1000 Creative arts week contribution</li> <li>*£500 Suntrap contribution</li> <li>*£500 Storyteller or book week speaker or other similar contribution</li> <li>*1000 Estimated /unknown exact amount-contribution to new mobile classroom furniture/resource or topic boxes or additional library</li> </ul> <p>-----</p> <p>£4000</p> <p>The attendees asked about community funding etc .There are lots of pots of community funding and also from corporate social responsibility angles of larger retail /business organisations, but this needs someone to look further into this.</p> <p>Mark Hilton has some knowledge in this area and is happy to do some research into possible funding streams. To be followed up.</p> <p>Korina Gerolazou mentioned the possibility of funding specific projects through her workplace. To be followed up</p> <p>Jessica Traylor-Moore will apply to Waitrose project to reapply to run it through other local stores. To be followed up.</p>	<p>MH/VM/ CAH</p> <p>KG/VM/ CAH</p> <p>JTM/VM/ CAH</p>
<p><b>Forthcoming events for the year</b></p>	<p>Caroline, secretary, spoke through the proposed calendar of events 2015/16 and touched on what each event involves. Nicola spoke about her experience of running the mother's day shop, and Cleo on the curry and quiz night.</p> <p>These events will only be able to go ahead if we have enough parents to co-ordinate and cover the areas needed. She went into detail of the structure of the events.</p> <ul style="list-style-type: none"> <li>➤ Wed., 16<sup>th</sup> September 2015 – 7.30pm – <b>Annual General Meeting</b></li> <li>➤ Fri., 25th September – 3.15pm – <b>Film Club (Yrs 1 &amp; 2)</b></li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Fri., 9<sup>th</sup> October 2015 – 4.30-6.00pm -<b>Fall Disco</b></li> <li>➤ Wed., 11<sup>th</sup> November 2015 – 7.30pm – <b>Curry &amp; Quiz Night</b></li> <li>➤ Sat., 12<sup>th</sup> December 2015 – 11am-2pm – <b>Santa’s Grotto &amp; Winter Fayre</b></li> <li>➤ Fri., 15<sup>th</sup> January 2016 – 9am – <b>Bag2School</b> – Used clothing collection</li> <li>➤ Fri., 29<sup>th</sup> January 2016 – 3.15pm – <b>Film Club (Yrs 3-6)</b></li> <li>➤ Fri., 4<sup>th</sup> March 2016 – During school hours – <b>Mother’s Day Gift Shop</b></li> <li>➤ Tues., 22<sup>nd</sup> March 2016 – 3.30pm – <b>Easter Bonnet Parade and Fayre</b></li> <li>➤ Fri., 20<sup>th</sup> May 2016 – 4.30-6.00pm –<b>Spring Disco</b></li> <li>➤ Fri., 17<sup>th</sup> June 2016 – 9am – <b>Bag2School</b> – Used clothing collection</li> <li>➤ Sat., 16<sup>th</sup> July 2016 -11am-2pm – <b>Summer Fete</b></li> </ul> <p>It was asked if a tea party for the nursery children would be put on again as it ran in previous year. We will discuss at a future meeting.</p>	
<b>AOB</b>	<p>The following attendees spoke to Carrie and put themselves forward to help the following areas</p> <p><b>Communications</b> – Charly Hutson and Sumaiya Zamwala  <b>Bag 2 school</b> -Casper Will &amp; Charly Hutson  <b>School uniform</b> –Emma Bowman &amp; Sumaiya Zamwala  <b>Film night</b> –Stephanie Pamment  <b>Curry night</b> –Coordinator -Lisa Greenwood</p> <p>Korina Gerolazou-Has experience in large events and is happy to help in this area</p>	CAH
<b>Date of next meeting</b>	<p><b>Next meeting</b></p> <p><b>Wednesday 23<sup>rd</sup> September 2015</b>  <b>7.30-9pm</b>  <b>Leytonstone United Free Church, Wallwood Road E11 1AY</b></p>	