

Draft Minutes of PTA AGM Meeting
Date and Time: 9th November 2016 14.30pm
Location: Frenchay School Library

Present: Alicia Beaves (Chair, AB), Sandra Allen (SA), Gill Cavanagh (GC) Liz Wakeman (LW), Melissa Wickham (MW), Jo Thorne (JT), Louise Hurse (LH)

Apologies: Sarah Downes, Kelly Oldham, Kate Whatley,

1. Apologies were received from Sarah Downes, Kelly Oldham and Kate Whatley
2. Review outstanding items from last meeting. It was agreed that there were no outstanding items from the previous meeting.
3. AB provided a report regarding the last school year and made reference to the fundraising events held throughout the year. She also gave formal notice of her resignation of Chair with immediate effect.
4. AB also presented the Treasurers report for the year; Income £5423.35, Expenditure £6027.10. The report shows an overspend in the year of £603.75, the Bank Balance as at 9th November is £3591.15. The overspend was believed to be primarily down to not having held so many fundraising events during the year, e.g. quiz night, village day, flower show etc
5. SA gave a verbal report and sincerely thanked all of the PTA Committee, Staff and Parents who organise, support and volunteer at the PTA events throughout the year. The funds raised by the PTA events are critical to the subsidy of school trips and other extras. SA also thanked AB for her contribution as Chair and for all her hard work as a Committee member over the past 12 years.
6. New officers were nominated and seconded

Chair: Liz Wakeman

Vice Chair: Gill Cavanagh

Treasurer: Kelly Oldham

Secretary: Kate Whatley

7. AOB

- School uniform is currently ordered via the PTA. Stock is stored on the school premises and replenished as and when required. Questionnaire to be sent to parents to understand if this could change by sourcing a local supplier for parents to go to directly, this would free up time and storage space. To be added as an agenda point at the next meeting.

- Could a PTA newsletter be implemented on a bi-annual basis? (Agenda point for discussion at next meeting).
 - Questionnaire to be issued to parents to determine skills and contacts that could be recruited to PTA!
 - LH suggested that it would be beneficial to let parents know what we are fundraising for and how and that we could hold specific events for specific equipment/trips.
 - Local Estate Agents are supporting other schools; can we contact any to gain similar support? LW to investigate
 - Frenchay Christmas Tree Farm did not support us last year, can we contact them to reintroduce support this year. LH & LW to visit Farm. (Opens 26th Nov)
 - It was pointed out that the Social Events are equally as important as fundraisers. GC suggested a social event to recruit new PTA members. This led on to a discussion regarding future meetings and holding them at a different time to encourage more support. Suggestion of using The White Lion at 7pm onwards was favourable.
 - Date required for Christmas Craft Fair meeting: Weds 16th Nov @ 19.00pm in The White Lion, date to be sent to parents via Facebook Group, text and note home.
 - Craft Fair this year will involve a competition for children to create a 'Christmas Lunch for Santa' using a paper plate. £1 for an entry and prize in form of book token given to winner. LW to source book token. Plates are already in stock in the PTA shed. Plate & instruction to go home week ending 26th November.
 - Stallholders at Christmas Fair to be charged £10 and are to provide a raffle donation.
 - More books are available to us subject to storage space being available. GC to confirm if she is able to store anymore before book provider moves premises.
8. No further AOB. Meeting closed at 3:35pm and AB was thanked once her again for her valuable contribution.

Date of Next Meeting: Weds 16th November 19.00pm. The White Lion.