

LOWER PARK SCHOOL PTA
MINUTES OF ANNUAL GENERAL MEETING HELD ON
TUESDAY 2ND OCTOBER AT 8PM

ATTENDANCE

14 in total of both committee members and non committee members

APOLOGIES

Sam Bagnall and Michelle Massey.

STATEMENT OF CONSTITUTION AND RE-GENERATION

Jenny passed around a copy for everyone to look at but we are also going to make a copy available on the school website.

CHAIR'S REPORT FOR 2011/2012 - Nicky Waller

Firstly thanks to all past and present officers and parent representatives of the PTA who have supported me in my term of office as Chair of LP PTA. As explained in last year's AGM, work pressures meant that I had to step back this last academic year and we saw Jenny oversee more meetings and events. So, a big thanks to Jenny for that, but even more so for offering to take over as Chair for the next term. Jenny and I have worked together on what hopefully has been a fairly seamless handover of responsibilities over the last few months.

Also highlighted last year was that we had almost half of the PTA officers/parent helpers leaving at the end of this last academic year with our Year 6 children leaving to go to High School. Thanks so much to Julia, Sharon, Wendy, Sally, Karen, Sam (Podmore) and Julie Knight for taking on more over this transition year - again, hopefully a seamless handover! What continues to be a worrying trend is the lack of new support coming through from the lower half of the school for events - we had an in initial positive response to the request for help at the February Disco, but we struggled for parent helpers at the July disco and had to close/merge stalls again at the Summer Fair.

Financially, our profits are slightly down across the year from £13,570 in 2010/11 down to £11,955 for 2011/12. This is still an amazing achievement, especially as the economic pressures have continued to challenge parents and Teachers alike at Lower Park. Sharon will do a much more detailed report, but you will see that when we look at our main events, we were up on last year for the Xmas Fair and the Discos, only slightly down on the Summer Fair and the main drop was attributed to the Plant Sale and the fact that we weren't able to offer hanging baskets this year.

Comparative Figures

Summer fair £3,012.92/£3,110.76

Xmas fair £2,677.06/£2,335.00

Plant sale £2,164.40/£3,458.35

Disco's £931.32/£791.46

We confirmed our final 'instalment' of funds for the lap tops and set our new target to raise funds to fund new books for the amazingly new library.

Discos

We set ourselves the task of changing the format of the discos this year with a new signing-in process, restricted Tuck-shop opening hours and revised prices and buying. This appears to be working really well - we've increased our profits, the discos have a new 'buzz' about them and both the kids and Nick the DJ have said 'best discos ever!' Would recommend we try and get parents to help more.

Film Night

Alison Hutchinson brought the cinema to LP again last November and this was once again a brilliant success and is now becoming a highlight in the children's school social calendar.

Plant Sale

Thanks to Sharon who took on the Plant Sale this year and did a brilliant job. Although we were down on profit due to the hanging baskets, we took more orders than in previous years. Again we didn't have as many helpers this year and as a result were still delivering orders past 1pm - a first, as we're usually finished well before midday. Sharon had put some new checks in place to minimise incorrect orders and we were more efficient at sending drivers out. We definitely need to ask for helpers earlier this year to get it on parent's calendars - perhaps recruit helpers when giving out order leaflets for delivery around Poynton?

Finally, I just want to wish Jenny and her new committee all the best for the next couple of years. You'll all do a great job!

HEAD TEACHERS REPORT –Mr Coulson

Thanks to Nicky for her role as chair her strong leadership and insistence to delegate has been a strong feature. Thanks to all the PTA leavers – Alison, Clare and Chris. Chris will no longer be doing the bbq at the fairs and has sent a nice long email with his resignation.

Barbara Chadwick is going to be the school representative for this term.

Disco dates have now been confirmed as 15th March and 12th July.

Thanks to the PTA for the end of term support – leaver's sweatshirts and paying for the dvd's etc.

The laptops have had a massive effect on all of the classrooms. We now have 12/13 laptops per key stage 2 class and 6 per key stage 1 class. We have now been able to move out of the computer suite which is a great step forward.

The film night and the fairs are a great social life for the kids.

The new term provides new challenges for us. The government has introduced new funding so we are now having a cut in our budget so we have to pull in the drawstrings. Fundraising is going to be more crucial as we will be asking for money towards more basic items because of this budget cut.

It's nice to see 2 new members – there is no compulsion to become part of the committee but they will be more than welcomed if they want to get more involved. We need to try and recruit more members from the new intake and face to face approach is going to be best.

Funding requests:-

Kingswood coach needed in next 2 weeks - £500.00 – agreed.

DT week - £500.00 in July – agreed should be ok to fund that.

Guillotines – approximately £160.00 each – needed asap - we will first ask parents if they have any connections for getting discounts and we will see what discount we can get for buying a few. Probably £450.00 for all needed.

SEN – demands are going up from April so we need to increase the school's input to help intervention support groups going. £600.00 needed – agreed to fund.

Science week - £250.00 in March – agreed.

Music stands – still needed. Debbie's neighbour works at the Halle s she will ask if they have any second hand ones. Julie Knight will also look into it further. It would cost £800.00 for 30 music stands – we will put those on future funding list.

It was decided to fund the above list with the exception of the music stands and not contribute to the library books at this stage. We should be in a position after the Christmas fair to contribute a large amount to the books if not completely fund and we will then get a better deal on the quantity of books.

TREASURER'S REPORT FOR THE YEAR ENDING 31 AUG 2012 – Sharon Mallender

This year we have raised a total of £11,955.25 which has been due to some very well supported events.

We started the year with:

- The Christmas fair which made a fantastic £3,066 along with the Christmas chocolate bar fundraiser making £324.
- This was followed up the very successful Plant sale which made £2,164 and then the Summer Fair made £3,012.
- Some of the other events held this year were the family quiz night making £276, film night £232, the school disco's totalling £931 which is the biggest profit ever from the disco's throughout the year and the Bags4Schools fundraiser.

This year the PTA agreed that all funds raised (aside from the usual expenses) would be allocated towards the remaining laptops for every classroom, the PTA were able to provide £15,000 towards them.

We have also been able to fund various other things for the school, these include;

- Classroom Funds - £200 for every class for the teachers to spend as they wish to aid their teaching. (This is a yearly fund)
- Funds for special needs items amounted to £1,050 (this amount varies year on year)
- Every year the PTA also funds the coach to Kingswood, Freddy fit and various hardship donations as well as other things which may crop up during the year.
- The year ended with £11,647.72 in the bank, with £2,722.50 allocated for special needs and a further £3000 to remain in the account meaning we have approx £5,900 left to spend.

For the coming school year the PTA will be raising money towards the purchase of school reading books totalling approx £7,500.

APPOINTMENT OF INDEPENDENT EXAMINER OF ACCOUNTS

We need someone to examine our accounts. It was suggested that we approach Karen who works in the dinner hall as she has taken some accounting exams. Sharon or Mr Coulson will approach her.

ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE

All the following members were confirmed / proposed and seconded:-

President – Mr Ian Coulson
Chairman – Jenny Rigg
Vice Chair – Vacant
Secretary – Julia Grundy
Vice Secretary - Vacant
Treasurer – Sharon Mallender
Vice Treasurer – Sally Ward (nominated by Jenny Rigg seconded by Julie Knight)

Chairs Report 2012/2013 – Jenny Rigg

Jenny has created a PTA Calendar of events – see attached document.
Film night has been confirmed as 23rd November.
Christmas Fair 1st December.

Fundraiser – discussed calendars as previously decided. However we realised that people might not want to look at other classes that their children aren't in and wouldn't buy more than one of them. Decided to look into coffee mugs, bags for life and companies that can offer more than one product that can have each child's design printed on so that we should get higher sales. Wendy Warrington agreed to organise this again.

Film Night – Julia will take this event over from Alison. We will keep ticket sales at £3.00 but increase the snack pack price to £1.50 and include another small snack to maximise profits. Julia will need help with snack packing.

Other event – we need another event for the school year. Not doing another quiz or race night. Decided to bring back the barn dance next February on possible 2nd or 9th. Mr Coulson will see if the band he knows are available on either date.

Wrapping paper – this was organised by Alison Hutchinson. Jenny will look into it and ask Alison about it.

Christmas Fair update – on behalf of Michelle Massey.

4 collection weeks as follows:-

9th November – Jars – dress as teacher or Mr Banks
16th November - bottle – mad hair day
23rd November – hampers – silly socks
30th November – cakes – non uniform day.

29th November – wrapping night.

Julie is still ok to do adult tombola but needs someone to shadow her ready for next year when she leaves – Justine Thirde kindly offered.

Childrens tombola – need to check that Kate Mclean is happy to do it – Jenny will check.
.BBQ – Julie is still doing it and doing the buying including the turkeys for turkey bingo.

Second hand books – decided to do it again with an honesty box.

Programme

11.15 – 11.45 Choir

12.00 – 12.30 Band

12.45 – 1.05 Brass band

Entrance – staying at £1.50 per family or 50p single. Fast track entrance can be through the foundation stage entrance as bbq won't be there.

Santa – Mr Coulson to check that his friend is available. Michelle will sort out a ticket system for this.

Crafts – need someone to take over the buying of crafts - Andrea Lees kindly offered.

Friday night helpers needed and can everyone bring hoovers on the day.

Michelle wants to give up the fairs at some point. No one volunteered at the meeting.

It was discussed how we could make more money from the hampers because they are such good value. Could put price up to £1.50 but seemed a bit high or could find a way to put more tickets in. No definite decision made.

100 Club Draw – Julia Grundy

1st – 3 James Wylie

2nd – 66 Richard Bateman

3rd – 19 G Mc Aulay

Membership of the Lotto is at another low of 61 members. 2 new members from the new intake have confirmed. Julia is out of ideas and feels like she has tried everything to get new members. Julia also wants to give up the Lotto from January due to the fact that she has now taken on the film nights and raffle/clipboard auctions for the fairs.

AOB

Change of meeting day

Discussed changing days of meeting so that more people can attend. Mondays turned out to be no better – Thursday was an option. Decided to trial alternating meetings between Tuesday's and Thursday's to see if attendance increases.

Next Meeting

Thursday 15th November

Julia Grundy