

## AGM Meeting Minutes

Thursday 2<sup>nd</sup> October 2014  
Lower Park School

**Attendees:** Jenny Rigg, Sharon Mallender, Mr I Coulson, Wendy Warrington, Justine Thirde, Debbie Cuddley, Stuart Tyson,

**Apologies:** Francine Fallon, Susan Horsman-Turner, Julia Dean, Ceri Hudson, Michelle Massey, Nicky Wood,

### 1. Welcome and Apologies

- Jenny Rigg opened the meeting and shared the apologies.

### 2. PTA Constitution – Jenny Rigg

- Jenny shared the constitution for review amongst the members, please see copy attached.

### 3. Chair's report covering previous 12 months (Jenny Rigg);

- Jenny talked through the previous 12 months, highlighting specifically;
- Overall an excellent year, highest profits ever achieved.
- New event introduced – bingo night which was well supported by parents
- Fairs excellent, special thanks to Michelle Massey, Sharon Mallender, Nicky Woods and other members who have become more involved organising the fairs.
- Discos are continuing to thrive – well done Wendy Warrington for a well-organised format that works well.
- Plant sale – biggest ever this year. Not as much parent support with deliveries as in previous years, we think the weather may have contributed to the low turnout. Well done to Sharon Mallender for coordinating the many activities.
- Film nights were a success, thanks Julia Dean & Nicky Wood.
- Christmas fundraiser was a hit and another well-organised activity. Thanks Wendy Warrington
- The LP Lotto continues to run despite some fears we had earlier in the year. This does involve a great deal of admin on a monthly basis, thanks Justine Thirde for keeping it going.
- Big thanks to Fran Fallon and Stuart Tyson for the provision of match funding through their employer, it's made a big difference to our profits this year.
- Jenny confirmed the items that have been provided by the PTA for Lower Park Children in the past 12 months.
- Lower Park has a fantastic PTA - thank you all very much for all your hard work throughout the year.

### 4. Treasurers report – Sharon Mallender;

- This year we have raised a total profit of £16,641.87 which has been due to some very well supported events and Barclays £4£ match funding.
- We started the year with:
  - The Christmas fair, this made a fantastic £4,050.93 along with the Christmas fundraiser making £435.
  - This was followed up with the very successful Plant sale which made £2,348.77 and then the Summer Fair which made £2,480.48

- Some of the other events held this year were the quiz night making £390, bingo night £293.34 X2 film night £703.85 and the school disco's totalling £1,181.
- This year we have also been very lucky with matched funding totalling £3,500
- This year the PTA agreed that funds raised (aside from the usual expenses) would be allocated towards 16 iPads. The PTA funded these along with laptop trolleys, school fencing the online system payment and defibrillator totalling £11,867.
- 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 £2,425 including 6 iPads and a chair and step (this amount varies year on year)
  - Every year the PTA also funds the coach to Kingswood, we help fund science week and various hardship donations as well as other things which may crop up during the year.
  - The year ended with £15,718.86 in the bank, with £1,091.98 allocated for special needs and a further £4,091.98 to remain in the account meaning we have £11,626.88 as available funds.
- For the coming school year the PTA will be raising money towards the refurbishment of the school playground costing £5,000.

#### **5. Head Teachers report – Ian Coulson**

- The year has been a busy one for the PTA who have provided excellent support throughout the year, organising several events, including two superb school fairs at Christmas and summer, the biggest ever plant sale, a film night, bingo and fish 'n' chips evening, a Christmas fund raiser, three discos, quiz night and the 100 club monthly draw. With the money raised through these events, the PTA bought the school its first set of iPads which are now used throughout the school, laptop trolleys for each class, £200 for each class to purchase small extra classroom resources, several SEN resources, subsidising trips, the coach to Kingswood, the Year 6 leavers' gifts (DVDs), prizes for the Christmas coat hanger appeal, a Christmas cracker for every child, high fencing by the netball court, on-line payments, a defibrillator and several other smaller resources for the school. In addition this year, the PTA has allocated £5000 towards a major upgrade of the playground that will take place later this term or early next. It goes without saying, how much we value the work of the PTA, which has had its best ever fund raising year. I thank them for their magnificent achievements this year and the value to the school, not just in extra funding, but for the social events that mean so much to the children and parents of the school. We have an outstanding PTA!

#### **6. Election of committee members – All**

- Jenny Rigg re-elected as Chairman
- Michelle Massey re-elected as Vice-chairman
- Sharon Mallender re-elected as Treasurer
- Nicky Wood re-elected as Vice-Treasurer
- Francine Fallon re-elected as secretary

#### **7. Confirmation of dates for planned events for this school year**

- Disco's confirmed for 10<sup>th</sup> October, 6<sup>th</sup> Feb 2015 & 10<sup>th</sup> July 2015
- Christmas fair – 29<sup>th</sup> November

**Lower Park School PTA**  
**(Parent Teachers' Association)**  
**Registered Charity Number: 1099428**

- Plant sale 9<sup>th</sup> May 2015
- Bingo night – 16<sup>th</sup> May 2015
- Summer fair – 27<sup>th</sup> June 2015
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**8. Christmas fair update (29<sup>th</sup> November 11am – 1pm);**

- As per email from Michelle Massey;
- Buying lists, collection dates & themes agreed.
- Times of the attractions confirmed (choir, band etc.)
- Sharon and Justine to copy & distribute flyers
- Stuart Tyson confirmed raffle well underway with some prizes already confirmed.
- Sharon agreed to lead Christmas fair coordination with the support of Wendy Warrington, Justine Thirde, Stuart Tyson & Jenny Rigg.

**Actions**

Mr Coulson to confirm Santa is available

**Owner**

Ian Coulson

**Target Date**

ASAP

**9. Funding requests agreed; – all**

- £5,000 already committed towards the playground upgrade, this is expected to be confirmed within the next few weeks and funds required early 2015.
- A request for a further set of 15 ipads was made and agreed
- Funds required for new playground markings for the to outdoor play area immediately outside the new classroom. Mr Coulson to confirm commitment but expected to be less than £1,000. Agreed.
- A regular termly fund of £150 to be made available for new books. This will enable school to commit to a scheme being run by simply books in Bramhall. This scheme ensures popular new books are introduced to the library on a regular basis for all children to enjoy.
- PTA are asked to support the continuation of the online payment website. Costs to be confirmed.

**Actions**

Confirmation of costs for online payment website

**Owner**

IC

**Target Date**

ASAP

**10. LP Lotto – Justine Thirde**

- Draws were made for July;
  - 1<sup>st</sup> prize Clare Stacey
  - 2<sup>nd</sup> prize Jenny Rigg
  - 3<sup>rd</sup> prize Ian Waller.
- August winners confirmed as;
  - 1<sup>st</sup> prize Jeremy Taylor
  - 2<sup>nd</sup> prize Richard Singleton
  - 3<sup>rd</sup> prize Joyce Porter

**Actions**

Justine to make contact with parents who committed to

**Owner**

JT

**Target Date**

ASAP

joining the Lotto at the summer fair.

**11. AOB**

- Quiz night is a consideration for next year – dates to be discussed.

**NEXT MEETING: Thursday 6<sup>th</sup> November 2014 - TBC**