



**Parents' Association Fleet Primary
AGM 14th October 2016. 9.15 Qube**

Attendees

Miranda Rennie – Chair

Sarah O'Keefe – Secretary, new position

Ben Rudge – Treasurer, new position

Members present – Sandra Wood, Helle Melgaard, Cristina, Annie Fair, Ziggy Hanaor, Caroline Norman, Kate George, Rosie Kennedy, Jo Tang, Marcela Luptakova, Carmen, Tara Beston, Hazha, Kim Issroff

1. What is the Parents' Association; current status & formalisation of PA

- a. PA is currently informal selection of helpful parents helping to arrange key events in the year
- b. Successfully raising approx £10,000 per year
- c. Run by a committee of Chair(s) / Secretary and Treasurer
- d. Formalisation of Association & Committee through PTA Membership – that will give us CHARITABLE status plus all insurance coverage. Using their official Constitution (see copies)
This will allow us to potentially access charitable grants & funds, as well as avoid paying VAT on purchases for events.
 - a. All parents / carers are automatically members of Parents' Association
 - b. Official Committee Members need to be registered
 - c. Objective of PA
 - To advance the education of pupils by;
 - SOCIALLY - developing effective relationships between staff, parents and others associated with the school
 - FUNDRAISING - engaging in activities & providing facilities and equipment to support the school
 - d. General Meetings – Annual
 - i. Adoption of Constitution
 - ii. Selection / election of Committee
 - iii. Presentation of accounts
 - iv. Report from committee on previous events
 - v. Agreement of fundraising aims
 - e. Committee Meetings – 3 per year

2. PA Committee. New members

- a. CHAIR
Agreement & vote for Miranda to continue as Chairperson – with special thanks to Anna Price for Joint Chair role 2015/16
Full agreement of all present. Miranda voted as Chair of PA
- b. SECRETARY (or Joint Chair)
Position of support to Chair with planning & reporting meetings, communication for events. All templates for letters, planning & event tracking now set up electronically – not an onerous task.
Sarah O'Keefe agreed to support Miranda as PA Secretary – all present agreed
- c. TREASURER
Has been done by Anna & Miranda, handling the electronic Barclays for the PA, paying invoices & paying in cash after events. Should be a separate role to ensure governance. See *Constitution & Job Spec*

Ben Rudge put forward and agreed to be PA Treasurer – all present agreed

ACTIONS

- Miranda & Ben to connect to start process of handover & add as signatory to bank accounts
- Miranda to complete and submit PTA Constitution now we have an official Committee, for charitable status – to be signed by Miranda / Sarah / Ben as Trustees
- CLASSLIST online PA & Rep contact portal to be explored and launched for liaising with parents electronically to garner more support and engagement for events



3. Accounts 2015/16. Fundraising & Spend presentation

EVENT	PROFIT
Christmas Fair	£3,010.34
International Food Evening	£210.00
Fun Run	£1,385.00
Summer Fair	£2,995.62
Y6 Leavers Disco	£681.23
Easyfundraising*	£96.66
Class Teas (paid directly to school a/c)	£2,191.50
	£10,570.35

SUPPORT	SPEND
Pupil Trip & Journey Support	£4,000.00
(trip support direct from Class Teas)	£2,191.50
Leaving teacher donations (£10 per year of service Wendy, Francis, Blair, Kathie, Camilla)	£1,060.00
Table tennis tables & equipment	£308.00
Country dancing lessons & display	£400.00
Quiet Garden design, build & planting	£4,399.09
	£12,358.59

* Easyfundraising – online charitable donation site. At no cost to you the retailer donates a % of your spend. For example Sainsbury's / Tesco / Amazon / M&S / ebay / John Lewis

All you have to do is sign up, click through Easyfundraising site or app, or activate with a widget on your toolbar.

ACTION - Please sign up and mention to others to do the same, just by doing normal shopping we can raise funds. Link to our page for sign up is www.easyfundraising.org.uk/causes/fleetps

4. PA Bank Accounts. SEPT 16. See attached

a. Business Savings Account	£6,417.96
b. Business Current Account	£4,182.17

ACTION – Independent audit and review to take place of accounts – Becca Wall agreed to help

5. 2016/17 Proposed Financial Support

- £ 4,000 trip & journey contribution
- £11,000 iPads class set & docking cart
- £ 500 yrs 4&6 recycled instrument project

Further suggestions by Head and teaching staff during year will be reviewed, along with suggestions from PA members also welcome for review.

6. Events 2016/17. Dates

- Christmas Fair Saturday 3rd December
- International Food Evening Friday 3rd March
- Fun Run – school day Friday 28th April
- Summer Fair Saturday 15th July

7. Any Other Business

- Recycling Bank in Junior Playground

ACTION - check status with Lisa, and communicate to parents potential £50 donation per full collection

- Clear out huge sacks of material in PA Shed

ACTION - connect with Y5 TA Sue who runs sewing club to ensure usage