

ALAMEDA PTA MEETING

Minutes of AGM

Monday 6th March 2017

Attendees:

Mel Hitchcock, Sarah Snoxell, Eva Hobson, Mark Bingham, Becky Kerr and Jo Harrison

1. MH welcomed everyone.
2. Apologies from Steph Vincent
3. Minutes from previous AGM meeting:
 - The PTA accounts need to be audited. CM will arrange for Kelly the finance assistant to do this. Kelly will need all bank statements, paying in and cheque books and receipts.
 - CM to check if minutes of meetings are circulated to all staff. The minutes should also be put on a notice board, Facebook and the website.
4. Chair's Report for 2016 / 2017

We have now been a committee for nearly one year, I would like to thank everyone for their commitment to the PTA, attendance at meetings and their hard work at events. Our thanks too to the staff at Alameda who have helped us and supported us at various events. From a personal aspect it has been a good experience and I have enjoyed my term as Chair, it has been hard work at times but seeing events run smoothly, the students having fun and enjoying themselves and raising an incredible amount of money makes it all worthwhile! Thanks too to Jo for preparing the accounts for tonight, a lot of her time has been spent on doing these.

We are small in numbers which makes organising and preparing for fundraising difficult, I feel that we should try and enrol new members to make that task easier. Three of us have children who will shortly be entering Yr 8 and thus our time at Alameda is coming to an end, we need to prepare for that eventuality so that our successful PTA can continue.

Our first year as a fundraising group has been fantastic and as we have heard from Jo an amazing amount of money has been raised. We have paid for the maintenance and running of the school minibus which is the main part of our spend and tonight we will be discussing and allocating funds to the departments that have put in requests. Details of these will be put in the newsletter and minutes from tonight so that parents can see where their money has been spent, I think this is important. Our biggest fundraiser was no doubt the fun run, this was the inaugural event and one which will now feature annually on the PTA planner, our thanks to Julie Barrows for leading this. The Christmas Fayre was a big success and raised a good amount, we can build on that

experience for this year. We helped organise and run a party for last year's leavers and will look forward to doing the same this year.

The easiest money we made was by way of the Waitrose Green token scheme which gave us £450, after much delay and chasing, that cheque was finally collected by Maxine and paid into our account last week!

Our ice pop sales in the Summer proved a huge success and we will certainly be selling them again this year, let's hope for some hot weather!

Discos were well attended by year 5 and 6, not so by the year 6 and 7's, perhaps for next time we open it to all year groups and agree on a total number and sell tickets accordingly.

Julie Barrows has set up a PTA wish list where departments put in their bid requests and how this will impact on the school. We will see how this process works tonight.

It just leaves me now to say let's hope the next twelve months are as good!

Melanie Hitchcock

PTA Chair

5. Treasurer's report year ending 6th March 2017:

Year 2015 – 2016 Not a lot was raised before we took over.

Year 2016 – 2017 we have a profit raised of £7,564.15 so far. We still have £1097 to come from the Fun Run Gift Aid.

Our current balance is £12,240.77 and we will aim to donate in the region on £9,000 of this to the school.

Approx. £3,000 will be used for the mini bus costs.

Full treasurer's report is available.

6. Independent Examiner of Accounts:

Kelly in finance will do this.

JH may need to get an external auditor to look at this as we have raised more than £10,000.

7. Election of Officer:

Chair – Melanie Hitchcock

Treasurer – Jo Harrison

Secretary – Eva Hobson

We do need to try and get more parents involved in the PTA as many members have children leaving the school in 2018 so the PTA will need others to step in.

8. Authorising School Bids:

CM provided us with a list of teachers who had put a bid in. The list included the department, bidder, what they are bidding for and the cost. The following bids were authorised:

Science – Voltage, current and PH sensors = £1050.00

PE – Fence and Poles and a Vaulting box - £485.00

Textiles – Embroidery sewing machine and sewing machines = £1018.25

DT – Engraver, light boxes, trophies and medals, sewing machine for competition prize = £470.00

School – heavy duty benches x 6 = £1898.00

Library – soft modular seating = £279.00

Eco Pond – works to pond and nature study = £800.00 towards this

SEND – Lego, wooden assembly kit and board games = £100.00

Computing – video cameras and microphones = £1125.00

Games club – board games = £60.00

Music – Computer and drum kit = £980.00

School – mounted outside wall clock = £900.00

The staff will now receive a letter from the PTA to advise them that their bid has been approved. They are to place an order via the school office. The PTA will arrange for funds to be transferred.

The Geography department put in a large bid for 32 tablets and a charging caddy. The PTA would like to purchase these for the department and will dedicate money raised from the Fun Run we do this year to this project. CM will ensure they are aware.

9. Easter Event – we will run another event, possibly similar to last years where we sell chocolate and break times and the children get a raffle ticket which gives them a chance of winning a prize. This year we will have 4 large Easter Eggs as prizes and possibly meal vouchers.

The idea was put forward that staff are asked to donate an egg each. CM to propose this to them.

The chocolate will be sold week commencing 27th March.

10. Year 8 Leavers Party – MH to contact head of year Hayley Sibley to see what she would like to do and how the PTA can help.

11. A.O.B.

The DT department have kindly offered to have PTA members and their children in one day after school to cook. MH liaising with them. BK has offered to take photographs

Would the music department like any help at the Summer Serenade?

12. Date of next meeting:

Tuesday 13th June 2017 @ 6.30pm

Meeting closed at 8.20pm