

Minutes of Annual General Meeting

16th October 2015 2.30pm at School

Attendees:

Judith Ratcliffe (JR)	Head Teacher
Georgia Wilson (GW)	Current PTA Chair
Adele Laurie-Wilson (AL)	Current PTA Treasurer
Alison Bayne (AB)	Parent and Parent Governor
Tracy High (TH)	Parent
Jude Smith (JS)	Parent

Apologies:

Michelle Simpson	Steve Semmens
Victoria Shaw	Rainy Marsh
Charlotte Wilson	Mathew Wilson-Wright
Norman Thomas	Liz Womack
Karlyn Mason	Brenda Laurie
Lisa Whapples	

	Item	Action
1	Introductions and Welcome: <ul style="list-style-type: none"> GW opened the meeting and introductions were made by all attendees. GW gave the apologies for non-attendees 	
2	Summary of last two years: <ul style="list-style-type: none"> This AGM covers the last 2 years as an AGM was not held in academic year 2014. Successful events included the Summer Fairs of 2014 and 2015, Christmas Fair of 2014, Sponsored Bounce-a-thon 2015 and cake sales and story night. Lack of support puts the continuation of the PTA in question (to be voted on in this AGM – refer to item 4) 	
3	Treasurer's Report: <ul style="list-style-type: none"> Refer to Bilton Grange PTA accounts spreadsheet for details. Summary as follows. Major fundraisers were the Fairs with the sale of raffle ticket before the event proving a great success. The sale of discounted Pantomime tickets in December 2013 raised £661, but the theatre no longer offers this discount on tickets unless taken in school time. JR stated that School would not give permission for children to attend in school time. School donations consist of money towards playground equipment, theatre productions, ice creams, main hall projector (inc screen and speakers), pizza oven, buzz wire, fairground games and BBQs. PTA funds also pay for leavers' presents. The cost has increase from a 'token' present (£1 in value) in 2014 to a printed T.Shirt in 2015 (approximately £5 per student). Feedback from student, parents and staff was that the T Shirts were a great success. Current balance is £3,772 with £1,705.88 set aside for ice creams and the 3D printer from the Bounce-a-thon. Current balance available for donation £2,016.21 	
4	Vote for disbanding the PTA: <ul style="list-style-type: none"> GW explained the lack of support has resulted in the requirement for this vote. Several parents have volunteered to be committee members and / or volunteers. Discussed several potential ways to raise the profile of the PTA and encourage more parent support. These include School App, be more visual in the playground, questionnaire about what parents want / can offer, change of name etc Voted to retain the PTA for 1 year and re-assess at the next AGM. 	
5	Election of Committee Members: <ul style="list-style-type: none"> Georgia Wilson (Chair) proposed by Adele Laurie-Wilson 	

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	<ul style="list-style-type: none"> • Adele Laurie-Wilson (Treasurer) by proposed Jude Smith • Jude Smith (Secretary) proposed by Georgia Wilson • Michelle Simpson proposed by Georgia Wilson • Victoria Shaw proposed by Georgia Wilson • All seconded by Judith Ratcliffe (President) 	
6	<p>Constitution:</p> <ul style="list-style-type: none"> • Changes + PTA also known as 'The Friends of Bilton Grange Primary School' • Constitution accepted with the above change. 	
7	<p>Signatories for Bank Account:</p> <ul style="list-style-type: none"> • Four signatories to be on the HSBC bank account – President (Judith Ratcliffe), Chair (Georgia Wilson), Treasurer (Adele Laurie-Wilson) and School Administrator (Julie Miller) • Any two of the above four can sign the cheques on the PTA account • AL to ensure the bank mandate is updated for these signatories • JS authorised to sign the new bank mandate on behalf of the PTA. 	
8	<p>Draft Calendar of Events:</p> <ul style="list-style-type: none"> • Christmas Fair 27th November 15 with item collection events starting with Non-Uniform day on the 23rd October (Bring a Bottle) and Fireworks Disco on 4th November (Sweets and Chocolate). • Film night and Story Night in January & February 2016 • Spring Fundraiser around Easter – perhaps a sponsored event • Summer Fair in July • Cake Sale each term • Potential others – Table top sale, card / mug etc with children's own art work, wine and cheese night etc. • Promote none event fundraising such as cash for coins and easy fundraising • Apply to Bilton Gala for donations • Would parents be prepared to donate money for a specific item without an event? • Agreed a separate meeting was required for gathering fundraising ideas. 	
9	<p>Fundraising Targets:</p> <ul style="list-style-type: none"> • The School is always in need of Computer Equipment. • JR is going to consult with Teachers to see if there are any other fundraising targets for this year. 	
10	<p>Any Other Business</p> <ul style="list-style-type: none"> • None 	
11	<p>Summary of Meeting and Close:</p> <ul style="list-style-type: none"> • Yes vote to retain the PTA with a review at next AGM. • Change the known name to Friends of Bilton Grange Primary School. • Increase communication and engagement with parents to try to gain more support • Successful nomination of officers and committee members • Agreement of the Constitution • Update to the bank mandate 	