

**Barnston Parents Association AGM/ November Meeting Agenda, 13/11/19.**

Attendees: Becky Macardle, Emma Davey, Lyndsay Smith, Donna Halfteck, Sue Hooper, Sally Clegg, Vicky Marr, Helen Nash, Jane Tunicliffe, Sarah Swaine & Jo Hardie.

Apologies: Dawn Walsh & Mr Dixon.

**AGM**

Welcome and introduction. (SS).

Review of Annual Report & Financial Statement for 2018/19. (JH).

The need to become a Registered Charity was raised, (a legal requirement if >5k per annum is raised). As per original constitution rules, it was unanimously agreed by a vote that the Parents Association will adopt a new constitution as part of the change to become a Registered Charity. It was highlighted that Parentkind provides a model constitution which is pre-approved by the Charities Commission and enables applications to be ‘fast tracked’ – work on this will continue in January.

Election of Committee for 2019/20; Chair, Secretary and Treasurer.

* + Chair – JT proposed Sarah Swain, JH seconded. Unanimous vote.
  + Secretary – JH proposed Vicky Marr, SS seconded. Unanimous vote.
  + Treasurer – VM proposed Sally Clegg, SS seconded. Unanimous vote.

**NOVEMBER MEETING**

**Review of event(s) since last meeting**

New Parents’ Afternoon – Wednesday 10th July - Uniform Packs introduced. Based on learnings from last year; purpose and value of PA communicated to new parents with speech from JH & DW. Greater presence of Uniform Sales to increase awareness of PA Uniform Shop.

New Parents/ Reception Welcome Party – Wednesday 2nd October - Cost £100 and was very well attended, Tickets via PTA Events, (using Volunteer tab). Positive feedback, make an annual event.

Easyfundraising Fifty At Fifty Challenge – Ongoing with push for Christmas spends

Firework Extravaganza – Wednesday 6th November

* Mid-Week Event due to availability.
* Profit approx 1.5k compared to 2k last year.
* Tickets via PTA Events – first trial, success!
* Standard “To Do” List worked efficiently, volumes to be tweaked.
* Cardboard to be disposed of by LS next year, rather than at school.

**Future event(s) planning**

**2019/20 Annual Plan;** £10,000 Estimated Target Profit.

**Lightbox Photoshoot, Sat 29th November;** on PTA Events. JH to promote on Facebook and BM to copy flyers for bags, 14th.

**School Calendar – Autumn Term;** £1,000 Anticipated Profit, Alison Brisby leading. All to promote sales amongst parent community. Sales on PTA Events.

**Santa Wagon – Thursday 12th December;** £400 Anticipated Profit. Volunteer on PTA Events.

**Nativity DVD – Autumn Term;** £50 Anticipated Profit, a ‘Service’ not profit driven. Sales on PTA Events. JH to book Cetra. Paper adverts to be left on chairs at production. LS & BM to distribute DVDs to classes on last day of term.

**Christmas Fair – Friday 29th November;** £2,500 Anticipated Profit, Sarah Swain to Lead and Standard “To Do” List to be followed.

* PTA Event Volunteers to go live for 18th – VM
* Raffle Tickets and Flyer to go out in bags for 18th – SS/VM
* Promotional Parentmail and Facebook from 18th onwards – SS/JH
* Grotto sales on PTA Events to be reviewed – LS/VM
* Selection Box Gifts off Santa purchased. To be wrapped by JT/DH/HN/SH.
* Stock Take & Purchasing – SS/BM/VM, 20th Nov
* Donation Station Volunteers – Mon JH, Tue LS, Wed VM, Thu ED & BM, Fri SC & VM
* On Day “Set Up” Volunteers – VM/LS&SS/BM&JM/JT/ED/JH.

**Nativity Refreshments** – 3rd HN/BM&JM, 4th VM/DH/SH, 6th SS/BM/ED, 17th LS&SS/JH, 18th SS/VM/ED.

**Uniform –** Uniform lines reviewed and streamlined, agreed with Mrs Pearson during Summer Term 2019. Will be added to PTA Events in January. BM to become key contact when Dawn leaves school in July 2020.

**Charity Status** – Application and processes (inc Financial controls), plus review of constitution/structure, reporting, roles inc Ordinary Committee Members and Year Reps. (As outlined above). Must include updating Bank(s) of revised constitution.

**PTA Events** – back office processes, platform fee, treasurer reports and bank feed.

**House Keeping** – set up new users on bank account(s), FB, PTA Events & Gmail. PTA Events house-keeping processes.

**Spend**

Review of any items from existing agreed spend; agreed spend outlined to group as part of accounts.

Proposal/agreement of new spend and changes to existing agreed spend; “Raising the Roof” - SS outlined Mrs Pearson’s request for funds to build a covered area outside the Main Hall to provide a useable outdoor space for classroom and PE based activities during inclement weather.

**Update on ongoing actions – see Action Log for details**

n/a

**Any other business**

New Ideas & Initiatives – Various new ideas raised for Christmas Fair as well as new events which will be investigated, including Penny War, Movie Night and Glow Disco.