

## Minutes of P@SS AGM

### Friday 20th September 2019

<b>Date</b>	Friday 20th September 2019	
<b>Start Time</b>	3.30pm	
<b>Location</b>	Swillington Primary School	
<b>Subject</b>	Committee AGM	
<b>Attendees</b>	Jenny Bray Rachael Hollyoak Georgia Morgan Sammie Penny Christine Smith	Trina Unsworth Miriam Watson-Pratt Lora Willshaw Kylie Worn
<b>Apologies</b>	Melissa Bentley Sarah Grant Shabina Khatun-Brooks	Mobashir Mir Mick Pratt David Unsworth

#### 1. Apologies for absence

Names of any committee members that can't attend and have sent apologies.

#### 2. Declaration of Interest and Gift/Hospitality Register

#### 3. Minutes of the last AGM

In this instance, this is not relevant as this is the first AGM

#### 4. Chair's report

An informal report on the years' activities. See Appendix 1

#### 5. Secretary's Report

An informal report on the years' activities. See Appendix 2

#### 6. Treasurer's report

A formal presentation of the examined accounts for the past year. See Appendix 3

#### 7. Appointment of the independent examiner

LW to ask Heather Hazelgrave

#### 8. Election of committee members

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Chair: Samantha Penny and Jenny Bray. Seconded by MWP and CS

Secretary: Miriam Watson-Pratt: Seconded by CS and GM

Treasurer: Mobashir Mir had said that he is happy to stand. Seconded by MWP and CS

Committee members: Christine Smith, Georgia Morgan, David Unsworth, Trina Unsworth, Mick Pratt, Kylie Worn

Code of Conduct signed and dated by all Committee members

#### **9. Special business**

None

#### **10. Any other business**

None

#### **11. Close of business**

Meeting closed at 4.30pm

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### **Appendix 1: Chairs Report**

SAMMIE PENNY AND JENNY BRAY

#### PURPOSE/OBJECTIVE

The purpose of the PTA is to arrange various events to raise funds for Swillington Primary School. The children all really enjoyed the easter treasure hunt and the mother and fathers day gift making. They all had fun and we raised some extra funds for the school. Which will all go towards improving the childrens learning and providing better facilities.

#### ACHIEVEMENTS FOR 2018/2019

We have successfully arranged more events this year.  
Calendar of events have been;

#### 2018

Oct - Halloween Disco

Nov- Dress down day -

Dec- Christmas Fair / Stall for christmas fair

#### 2019

Mar- Mothers Day Gift Making

April- Easter Event

June-Fathers Day gift making

Dress Down Day

July- Sports Day Stall

Summer Fair

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#### **VOLUNTEERS**

We would like to thank all our committed volunteers who have helped out either preparing or running the events. We have had some new helpers this year who have come in on school days to help with our gift making and easter event which was a real help.

Hopefully we can continue to get more volunteers for future events.

#### **OBJECTIVES/GOALS**

- Future events-being able to have school open later - adult only curry/quiz night or on a weekend (summer fair)?
- Arrange Halloween Disco
- Advertising earlier for events and stall holders
- Advertising across more platforms - twitter/facebook/website/posters/dojo app
- Make all letters clear as obvious as possible regarding events and prices.
- Adding an option on parent pay - if people would like to donate any money to school funds
- Having a change bucket at events or reception - where people can leave donations
- Facepainting- train someone up

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### Appendix 2: Secretary Report

#### Membership and Communication

This AGM marks the first official year of the Parents of Swillington Primary as a Registered Charity and the first year that we have officially started recording member numbers and amounts raised. All of which can be found below. Future years will be able to determine increase/decrease.

One of our key aims is to increase the PTA membership. We need to ensure that the message is received that it does not necessarily need to be a 'full time' job but any help that can be received at any event would be gratefully received.

We've found that communication is incredibly important and even with social media and letters, a lot of information still does not find its way to the parents. The key is consistency and repetition. We need to ensure that social media posts are clear and precise and that the information is shared in a variety of ways (posters / social media / letters / PTA Board).

P@SS did feature this year in the local LS26 magazine with a full-page article.

We are pleased to confirm that there have been no incidents this year.

*Membership Numbers can be found in Appendix A*

*Event Information can be found in Appendix B*

*Incident Reports can be found in Appendix C*

#### New Direction / Expansion

One key aim is to increase PTA Membership to support the existing members. A drive needs to be done to ensure that all the new parents to the school are aware of us. A board in the school with all the events and PTA members and contact details would be a good asset.

A De-fib is no longer needed for the school as Tesco's has recently purchased one and is considered near enough to the school and more accessible for all if needed. We do however need to reassess if the parents would still like us to run a First Aid Course. If so, this needs to be organised.

I'd recommend that a survey is put out to the parents to see if they have any suggestions for new events or events they would like to see happening. This will then give us an idea of the focus for the year.

*Our Fundraising Targets and purchases can be seen in Appendix D*

Miriam Watson-Pratt

Secretary

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### Appendix A Membership numbers (counted 09/09/2019)

Committee Members	2018-2019	2019-2020
Chairperson	Jenny Bray Sammie Penny	
Treasury	Mobashir Mir	
Secretary	Miriam Watson-Pratt	
Committee Members	Georgia Morgan Shabina Khatun Brooks	

Social Media	2019	%inc
Facebook	311	
P@SS Facebook Group	22	

### Appendix B Breakdown of events.

Date	Event	Amt Raised
5th April 2019	Easter Fun Day	Easter Fun Day - £181.00 Egg Competition - £85.00
	Mothers Day Event	£304
12th June 2019	Father's Day Event	£187.57
24th June 2019 15th July 2019	Sports Day	KS1 - £111.32 KS2 - £180.00
5th July 2019	Summer Fair	£885
24th October 2019 (TBC)	Halloween Disco	
6th December 2019	Christmas Fair	

### Appendix C

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**Incident Report Updates**

	Exclusions	Hate Incidents	Health & Safety	Complaints / Grievances	Data incidents / breaches
<b>2018-2019</b>	0	0	0	0	0
<b>Comments</b>					

**Appendix D**  
**Fundraising Targets and Purchase**

<b>2018-2019</b>				
	Item	Estimated Cost	Paid By	Purchased?
<b>Fundraising Target</b>	Christmas Books 2018	£200	PTA Fundraising	Purchased
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Two Interactive Smart Boards and 15 laptops	£4000	PTA Fundraising	Purchased
<b>2019-2020</b>				
	Item	Estimated Cost	Paid By	Purchased?
<b>Fundraising Target</b>	Christmas Books 2019	£200	PTA Fundraising	

**Appendix 3: Treasurer Report**

*See attached*