**HAWES DOWN PRIMARY SCHOOL PTA**

**ANNUAL GENERAL MEETING for 2018/2019**

**HELD IN THE UPPER SCHOOL LIBRARY**

**FRIDAY 27th SEPTEMBER 2019**

**Welcome by President** – Mr D Freitas

Mr DeFreitas thanked the PTA for another successful year and stressed how the PTA funding had been a lifeline for the school and in particular for ICT. In previous years the school had received funding each year from the Government but now the school receives just a minimal amount to cover upgrading of hardware, investing in new equipment as well as general building works. A portion of the PTA funds are used to keep ICT going by providing what is necessary. Mr DeFreitas remains open minded about how the funds are spent but he feels day to day provision of ICT is very important and the ongoing support from the PTA is very welcomed. PTA funds are also used to enhance the children’s experience and learning by way of school trips, books, sports, music and so many other ways.

Mr DeFreitas concluded by thanking the outgoing Chair, Vice-Chair, Secretary and Treasurer and current members of the PTA.

**Apologies:** Karen Gerwat (Secretary), Tracy Jenkins (Vice-Chair), Amanda Grinham, Aysen Cosar

**Minutes from last AGM**

The Minutes of the Meeting for the last AGM held on 14th September 2018 were approved.

**Chair’s Report - as follows**

*‘Welcome everyone and thank you for coming to today’s AGM.*

*The objective of the PTA is to enrich our children’s school experience. We do this by fundraising through organising fun events and activities in and after school for the children and grown up’s, as well as creating a social network of members. As Teachers, Parents and Carers of children at the school we are all members of the PTA, and it is fantastic you are here to support your children’s journey through Hawes Down Primary School through the work of the PTA.*

*The PTA is run by a committee elected each year at the AGM. The AGM meeting is the only formal meeting of the year for the PTA and deals with the formalities of committee elections, financial audits, reviews and plans for the future.*

*Before we launch into these formalities, I would like to take a moment to acknowledge and thank the serving PTA committee:*

*Tracy Jenkins - Vice Chair, Karen Barlow – Treasurer, Karin Gerwat – Secretary and our members : Shani Ellis, Paula Lansley, Jeni Kench, Karen Britton, Rachel Harris, Aysen Cosar, Anna Jago, Amanda Pawson, Seyhan Duman, and Amanda Grinham for their hard work, dedication and commitment to the PTA, we have continued to accomplish our goals and improve upon already fantastic achievements – these ladies really do “make it happen”. Furthermore, I would like to thank our Teacher Representatives, Miss John, Mrs Barks and Mrs Newnham, together with all our volunteers throughout the year who help us to achieve our objective and fundraising events possible. It goes without saying, a big thank you to all of the parents, grandparents, carers, neighbours, friends, teachers and TA’s who support, sponsor, donate and contribute to our events throughout the year.*

*And now to the formalities of today’s meeting.*

*The 2018/2019 Academic year was very successful, with fundraising income totalling £26,848. Karen has detailed the actual breakdown of the income by event in the Treasurers report.*

*What do these funds support?*

*Again, the full list of spending is detailed in the PTA Accounts and the Treasurer’s report which Karen has prepared, however our key spending has been to meet the objectives and requirements requested by the school this year, with those being:*

* *Hire of coaches to the Churchill Pantomime for the Upper School and a Pantomime company to perform to the Lower School.*
* *Ongoing throughout the year we have helped to fund the music programme which the whole school are experiencing.*
* *Fencing for the Astro Turf Area (Chill Zone).*
* *Ongoing throughout the year we are funding the Lower School Allotment and the Eco Upcycling Area in the Upper School with various equipment and tools*
* *A buddy bench for Upper School requested by pupils*
* *Cinema trip Upper School Unit*
* *School Trip Subsidiary £8 per head – whole school*
* *2 x Colourful picnic benches for EYFS - pending*
* *New football kits for both the girls and boys teams – pending*
* *Reading Scheme Books for KS1 & EYFS - pending*
* *Minibus Insurance, Tax and MOT*
* *Cost for Unit's mini-bus to Hindleap*
* *plus:  Lollipop Lady (being looked into)*

*FUNDRAISING EVENTS HELD*

*Music Quiz, Discos, Cakes Sales, Refreshments, Fireworks Night, Frosty Fridays, Schools Lottery, Easyfundraising, 2nd Hand School Uniform sales, Layhams Farm Xmas Trees, Xmas Fun Afternoon/Grotto, Xmas Disco, Bauble Competition, Xmas Silent Auction, Book/DVD/CD Sales, Foreign Coin Collections, Smartie Challenge, Mothers & Fathers Day sales, Easter Egg Hunts, a Bingo Night, Movie Nights, Raffles, Ice Cream Sales, Year 6 £1 Challenge and our Summer Fair & Rainbow Run.*

*After seven years in a committee role, and this being the end of my 3rd year as PTA Chair, I look back with an overall sense of accomplishment and pride for what this committee have achieved and very thankful for the support they have given me.*

*I believe the PTA needs to experience change in its leadership to continue to develop and evolve and I am delighted that Shani Ellis has offered to stand as the new PTA Chair and I wish her every success in driving the PTA forward in this next exciting chapter.*

*Karen Barlow has generously offered to continue in the Treasurer role and*

*Paula Lansley has agreed to stand as Vice-Chair*

*We therefore have one Officer vacancy role to fill - Secretary, so if anyone here today is keen to offer their services and stand as Secretary it would be extremely appreciated.*

*I would like to say it has been an honour to serve on the Hawes Down Primary School PTA committee for the last 7 years and I feel privileged to have had this opportunity. Finally, I would like to finish the Chair’s report by thanking everyone for attending today and wishing the new PTA leadership elected at this AGM today, even greater success in the future’*

No questions were raised

**Treasurer’s Report** – Karen Barlow

*I was the PTA Treasurer over the past year which is the job of managing the accounts and reporting on the financial position every year. The accounts are in the process of being independently audited by Helen Atack and will then be submitted to the Charity Commission.*

***Opening and closing balance of the PTA bank account***

*The year started with a bank balance of £4,967 and ended the year with £13,332.*

***Money raised overall***

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| *Over the year £26,848 was raised from the following:  Fireworks* | *£5,670* |
| *Summer Fair* | *£6,411* |
| *Discos* | *£3,230* |
| *Cake/hot choc sales/refreshments* | *£1,477* |
| *Christmas fun afternoon/grotto, silent auction, Layhams Farm trees* | *£1,345* |
| [*www.easyfundraising.org.uk/schools lottery*](http://www.easyfundraising.org.uk/schools%20lottery) | *£1,408* |
| *Evening events - Music Quiz, Bingo Night, Fashion show* | *£1,133* |
| *£1 challenge* | *£1,100* |
| *Movie nights* | *£ 849* |
| *Foreign coins, book collection, clothes bank, Amazon Smile* | *£ 729* |
| *Smartie Challenge* | *£ 638* |
| *Gift sales* | *£ 110* |
| *Easter egg hunts* | *£ 592* |
| *Second hand uniform* | *£ 150* |
| *Sainsburys bag pack and raffle* | *£1,806* |
| *Asda token scheme* | *£ 200* |

*Total expenditure was £18,298 of which £17,680 was spent on the funded projects below (£618 was miscellaneous expenses including subscriptions, deposits for future events, a gazebo etc)*

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| *Music programme* | *£7,500* |
| *Minibus tax, insurance, MOT* | *£ 961* |
| *Playground fencing* | *£1,176* |
| *Panto coaches* | *£2,175* |
| *Lifebus and school trip subsidy* | *£4,958* |
| *Unit cinema trip* | *£ 90* |
| *Buddy bench* | *£ 291* |
| *Leavers' Disco* | *£ 250* |
| *Allotments* | *£ 279* |

Karen suggested that we really make it our mission this year to push easy fundraising and and Smile Amazon as these are great earners for us with very little work needed.

**Appointment of an Independent Examiner of Accounts during the year ending 31st August 2019**

Accounts to be Audited by Helen Atack

No questions were raised

**Election of Officers & Trustees of the Committee**

The following members were proposed and seconded: -

**Chair-** Shani Ellis (A.Jago / J.Kench)

**Vice Chair-** Paula Lansley (K.Britton / A.Pawson)

**Treasurer-** Karen Barlow (J.Kench / K.Britton)

**Secretary-** tba

**Web Administrator:** Anna Jago

**Members:-** Jeni Kench, Amanda Pawson, Karen Britton, Rachel Harris, Seyhan Duman Nieddu, New members welcomed: Katie Dudley (Preston – Sun Class), Rachel Bowley (Henrietta – Sun Class) and Claire Brown (Olly – Saturn Class) – Kelly Malynn (Elliott – Mars Class)

**Teacher Representatives**:- Leah John (Upper School) Heidi Newnham and Karen Barks (Lower School) had advised they were happy to stand for 2019/2020

**Class Representatives: -**  TBA

**Any Other Business**

Shani Ellis advised that there was to be a PTA Meeting with the new Committee directly after this AGM.

***Meeting was closed.***