



Pinner Park PTA

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MINUTES OF AGM

**Held On Thursday 20th October 2016 at 19.30 hours in the
Infant & Nursery School Hall**

In Attendance from Committee: -

Katrina Mildner (KM) Headteacher – Junior School
Margaret Tait (MT) Deputy Head – Infant & Nursery School
Dominic English – Acting Deputy Head, Junior
Sarah Thorp - (ST) Current Chair
Alison Forrest (AF) Current Secretary
Jugjeet Shah (JS) Current Treasurer
Deena Patel (DP)
Soraya Cuesta (SC)
Khov Huykeau (KH)
Asra Syed (AS)
Tim Wilkinson (TW)

Apologies:-

Karen Disspain - Headteacher – Infant School
Michala Jermy
Jo Denman
Tamu Thomas

1	<i>Welcome & apologies for absence</i>
.	Meeting commenced at 19.42
	Apologies were acknowledged and a welcome was extended to all attendees.
	12 new parents attended in addition to the committee as listed above.
	Committee Introduced themselves

2.	<p><i>Minutes of the AGM held on 22nd October 2015</i></p> <p>Accepted as a true representation of the AGM last year.</p>
3.	<p><i>Matters arising from the Minutes</i></p> <p>ST stated an amendment needed to be recorded to remove the £250 raised at the quiz night from last years takings into this financial year.</p>
4.	<p><i>Chair's Report for 2016–</i></p> <p style="text-align: center;">Chair's Report October 2016</p> <p>What can I say? Another fantastic year for the PTA.</p> <p>We had evening meetings once a term with the heads and their deputies, used What's App for our communications, threw in a few emails and had a sub-committee for the annual Summer Fair planning & other events. Thank you to both schools for staying late to attend the evening meetings, for the use of the rooms and to the Infant & Nursery School for hosting the AGM this evening.</p> <p>Also a great big thank you to the wonderful Mr Kenny Gregori, without whose help our job would be much harder.</p> <p>Going forward the PTA-UK, of which we are members, have advertised a new communication tool called Classlist.com to make communicating with parents easy and paperless -definitely something to investigate.</p> <p>We would also appreciate having a teacher from each school on the committee to get some good teacher input and improve communication.</p> <p>Monies raised are for both the Infant and Nursery and Junior schools to make fun purchases for the children.</p> <p>Our AGM last year was not very well attended however all of our wonderful 2014-2015 members all pledged to remain on the committee and we welcomed on board the amazing Jugjeet Shah as treasurer – with Jo Denman staying on as our accounts officer to keep the books in order.</p> <p>May I take this opportunity to thank Jugjeet for many evenings of counting coins, bagging and banking money and amazing organisational skills.</p> <p>Also a massive thank you to Alison our outgoing secretary for another year of exceptional admin skills especially all the photocopying of the flyers and laminating and putting up posters and to Jo for her accounting marvel who will also be unable to continue the Accounts Officer role.</p>

Without the invaluable committee members – Asra, Deena, Keav, Michala, Soraya, Tamu, and our token Daddy Tim, we would not have been able to do execute any of the fund-raisers that we did last year, so thank you each and every one of you for making this PTA year such a successful one.

We sadly lost Nidhi and Mamta along the way who moved out of the area, and thank you to them too.

For our first event of the school year we organised the Infant and Nursery Schools' Family Christmas Afternoon and as usual this was a well-attended event, great fun, and a good fund raiser. With the use of the ICT room for the popular glitter tattoos and face painting we were able to spread out a bit as its always a tight squeeze in the hall – although if we did this again need to work out how to get more children to those stalls as the queues weren't as long as usual.

We also offered a design a Christmas card service to the Infant and Nursery school (the juniors had already made cards for their Masindi Public school charity) and although not a massive take up this year we feel it's a nice service to offer. A big thank you to Sarah Wildman for organising this.

On to 2016 and one of the most exciting fundraisers of the year was the Junior School Valentine Disco. I don't know who was more excited the children or the committee, especially Tamu who had been championing a disco since we started back in 2013! We offered tickets at £4 per child and held 2 discos, one for the year 3/4s and one for the 5/6s. The ticket included a drink, crisps and a glow stick and we found a great DBS checked DJ and plenty of volunteers to help out on the night. The year 3 /4 disco was almost a sell out with the year 5/6 being well supported. We held it on the Friday before half term in February and thank you to the teaching staff and of course Kenny Gregori who stayed to help and to Miss Van Straaten for making the lovely decorations. Miss Mildner did say to avoid the Friday before half term next time!

Mothers' Day followed soon after and due to last years success we held the choose a gift event again, where we spent a day in both schools with sample gifts. The children had pre-paid and came to the hall to choose a present, we then ordered the gifts, wrapped them, and then spent a Friday two weeks later distributing the gifts. This event is a great hit with our volunteers who also appear to love wrapping gifts and popular with both schools.

Mr English had suggested a quick and easy fundraiser earlier in the year of Bag2school. Thanks Alison for investigating and implementing this and to those who manned the drop off station on the day at Junior School bike sheds. We raised £272 for giving out bags and collecting donations of clothes.

We promised we'd do a Fathers' day gift event and voted to provide a fridge magnet for

	<p>the Junior School and coasters for the Infant and Nursery. The plan was the children would draw a picture of themselves during school and make the present there, so Fathers' day was hassle free. This had a very good take up by the children and a good profit margin too.</p> <p>Soon after on Saturday 9 July was the annual Summer Fair. Our tag line was 'Lets Make This Our Best Summer Fair yet' and I have to say we did! We profited £5,500 and the day was perfect. The sun shone, we had a great new sponsor of Brian Cox & Co Estate agents who did a fantastic job of marketing the event and providing a first prize for the raffle of a mountain bike and a lovely opening by Ellen Thomas of Channel 4s Teachers and BBC1s Eastenders, who stayed all day and announced the raffle too. We tried a different tactic to get volunteers on the day where we allocated all the PTA run stalls and other tasks to each different class in both schools from Nursery until year 5. The year 6s ran a very profitable and organised cafe again. Allocating class stalls didn't seem to be a good idea at first. However we arranged an evening in the Junior School hall (thank you Miss Mildner and Mr English) where parents could come along and ask questions, meet each other and get an idea of what to do and by the time the Summer Fair day came it was wonderful to see parents setting up, arranging rotas and generally owning their stalls. One class even said please can we do the Wheel of Fortune again next year...that'll be 1L's stall then!! Because the committee members were not running the stalls they were free on the day to help with questions, queries, money collection and change and this enabled the day to run very smoothly. A massive thank you again to the committee and to everyone who helped on the day and before and after too including the school offices who deal with lots of donations and questions.</p> <p>The end of the school year came around so quickly as usual and I am pleased to announce we have raised just over £9,500 this school year. An absolute pleasure.</p> <p>We are so pleased to be giving the heads of each school a cheque for £4,500.....</p> <p>ST presented £4500 to each school. Juniors are buying the Year 6 leavers booklets and paying for a pantomime at Christmas. Infant and Nursery wish to pay for a new piece of play equipment for the Year 2 playground, as the last PTA money paid for a little car in the Yr 1 playground. KM gave very supportive speech about the impact of the work of the PTA to the school community, beyond the financial.</p>
5.	<i>Treasurer's Report JS</i>

Finance Report 1.9.15-31.8-16

After giving both in Junior and Infant and Nursery Schools a cheque of £10,000 each just before we broke up for the summer holidays, our opening balance in the current account was £1,525.41.

We were able to give the schools such large cheques as we had been saving up while the extension works were ongoing. The Infant & Nursery School had an all-weather surface laid under the trim trail which was a huge expense and the Junior School paid for a Sunshine Shelter for all-weather outside learning and play. We also paid for the Year 6 leavers books.

The Caribbean Quiz night in September was a great event and with the schools catering company kindly doing the food at £3 per again and Terry Jones writing and doing the quiz for free a healthy profit of £250 was made.

Christmas Family Afternoon made another fantastic £885. The introduction of raffle tickets being sent home boosted the sales, and the PTA bought a Kindle costing £50 for the first prize. We paid for the Infant & Nursery's real Christmas trees and raffled them off on the day but only made a few pounds back.

The design a Christmas card offer made £60 and if both schools are agreeable we would like to do this again, it's a nice service to offer the children.

The Junior School Disco sold 249 tickets at £4 each, with costs at £430, making a tidy profit of £600, well worth it!

Popular Mothers' Day took £1428, with 322 gifts sold in the Infant & Nursery – a massive take up, and 141 in the Junior School. Gifts and wrapping cost just over £650, so a fantastic £778 was made for this event, which is thoroughly enjoyed by children and parents.

The Bag4School fundraiser made £272 pure profit!

Fathers' Day was nearly as popular as Mothers' Day but we did sell 383 gifts at £3 each and with costs of just £209, a healthy £941 profit was made.

And so to the Summer Fair. Total profit was just over £5,500 the best this PTA has made by over £1000. The raffle was by far the best earner with the printed tickets sent home early and sales on the day and the fantastic 1st prize of the mountain bike donated by Paul Budd at Brian Cox Estate Agents ensured that the raffle alone made nearly £1,500. However all stalls made a profit and all the hard work put in by everyone involved made the amazing total. The spreadsheet of exact takings and expenditure is available for anyone to view.

	<p>The closing bank account after all the summer fair monies were banked is £10, 421, with £9,000 going to the schools will leave us funds to purchase more gazebos & hopefully a notice board. We have already purchased two more bbqs in the summer sales and some storage boxes.</p>
<p>6.</p>	<p><i>Appointment of an Independent Examiner of Accounts for year ending 31 Aug 16</i></p> <p>Barry's Accountants (Karen Barry) would again be able to do this - meeting agreed unanimously.</p>
<p>7.</p>	<p><i>Election of Officers & Trustees of the Committee</i></p> <p>Chairperson – SarahThorp is remaining as chair for the forthcoming year.(AF nominate/JS second). ST requested a Vice chair to help lead succession planning.</p> <p>Vice Chair – Urvi Shah (RPB parent) kindly agreed to stand. (KS nominate/Lilie Sharma seconded)</p> <p>Secretary – AF tendered resignation, and Bushra Deen (RPB Parent) kindly agreed to stand. (US nominated/LS seconded)</p> <p>Treasurer – Jugjeet Shah to remain as day to day officer.</p> <p>Accounts Officer - Jo Denman has resigned as Accounts Officer, so Ketan Shah kindly offered to stand. (AS nominated/KH seconded)</p> <p>Election of existing and new Committee members as follows:</p> <ul style="list-style-type: none"> • Soraya Cuesta • Asra Syed • Sarah Wildman • Tim Wilkinson • Khov Huykeav • Deena Patel • Donna Grant • Tilman Sayer • Saurabh Kothari • Reena Jasnsari • Zuliana Sachedina • Lilie Sharma • Nupur Aggarwal • Michala Jermy

	<p><u>New committee members please see website – charitycommission.org.uk</u></p> <p><u>If any parent/carer not in attendance would like to join the committee, please email pppta@outlook.com to receive a form.</u></p> <p>ST requested that a teacher link in each class would be much appreciated. It was noted that most of new attendees are linked to RPB (although 3 from RPM and 2 from RBW)</p>
8.	<p><i>Future Events - ST</i></p> <p>KM suggested a possible list of dates with activities be circulated to committee and schools for comments/amendments. AF to draw up list of current events and possible dates to be discussed. It is noted that most of new committee are working, so meetings will have to be evenings. ST to notify of first after half term.</p> <p>Christmas Family Afternoon, Friday 9th December, with a later start after lunch of 2.30pm to allow tables to be cleared.</p> <p>Summer Fair Date: set as Saturday 1st July to allow forward booking.</p>
9.	AOB
	<i>Meeting concluded at 20.33</i>