**AGM Meeting Minutes**

**St Chad’s C of E Primary School PTA**

Tuesday 28th February, 7.00pm

St Chad’s School, Northolme Avenue, Leeds, LS16 5QR

**In attendance:**

Grace Barden

Emma Ridge

Jackie Mara

Hayley Booth

Mrs Pratten

Mark Bellamy

Helen Hudson

Zoe Thompson

Mrs Dunn

Natalie Bedford

Emily Keene

Sarah Deak

**Apologies:**

Zoe Hinchliffe

Kumud Verdi

Nicky Abraham

Kerrie Digings

Katie Fabri

Lucy Wiggins

Jo Simpson

Chris Whitman

Steve Palmer

Abbie Palmer

Ish Farooqui

A bunch of flowers and a thank you card were received from St Chad’s playgroup to say thank you for the loan of Christmas Decorations.

Minutes from the last AGM were approved.

**Head Teacher’s Report:**

A successful year and thriving partnership.

The staff and school community have benefited.

The summer and Christmas fairs were excellent a success.

The food festival was great, bringing the school community together and celebrating diversity.

The quiz was fun, successful and well attended.

PTA funds have purchased goals for the football team, covers for library books, the Year 6 residential coach, bibles for Reception and Year 6, Mother’s Day gifts, Easter and Christmas gifts and Mathletics membership.

Thanks to the PTA committee and all the members on behalf of pupils and staff.

Looking forward to partnership over the coming year.

**Treasurer’s Report:**

Please see attached report.

It was agreed that there should be a £3000 buffer in the PTA account.

It was noted that the PTA building society account may still be open and receiving income from the Giving Machine.

It was noted that insurance is included in the PTA membership.

It was agreed that all those present at the AGM (excluding Sarah Deak and Emily Keene) would become named as trustees on the Charity Commission website.

**Chair’s Report:**

Thanks to all, particularly to the class reps, Mrs Pratten and Mrs Dunn.

Recognition of all that Rachel Watson did for the PTA as class rep and Secretary and the legacy that she has left.

Thanks for the work of Mark Bellamy and Ish Farouqui as Treasurer.

Looking to the year ahead, it is important that people who take on roles are appreciated, that individuals are indicated as leads for events and that methods of communication are refined.

**Committee Roles:**

Treasurer (joint role): Ish Farouqui and Mark Bellamy. Proposed by Grace Barden, seconded by Jackie Mara.

Secretary: Nicky Abraham. Proposed by Zoe Thompson, seconded by Hayley Booth.

Chair: Hayley Booth . Proposed by Grace Barden, seconded by Emma Ridge.

**Bun sale money:**

Classes need to ask for their bun sale money.

**Constitution:**

A copy of the constitution has been found and will be emailed round tomorrow.

It was agreed that a copy would be stored in a file in the school office, along with paper copies of meeting minutes.

**Leeds Rhinos:**

In the past they have not delivered on curriculum and class management.

It was agreed that after school would be a more appropriate time for the Rhinos to run sports lessons as this would not eat into curriculum time.

Mrs Pratten has also been looking at alternative sports providers.

Mrs Pratten and Mrs Dunn to look into and report back at a future PTA meeting.

**PTA account:**

Zoe Thompson to update the login details for the PTA account and email these round so that all members can access it.

**Easter:**

Zoe Thompson will purchase chocolates, Easter booklets and palm crosses. The PTA will help package these up as gifts for the children.

**Mothers Day:**

Jackie Mara to purchase hyacinths.

School to email PTA with rota for helpers to sign up to.

**PTA Whatsapp use:**

Not everyone is on Whatsapp so it is not our main means of communication.

Decisions are not to be made on Whatsapp.

Discussions should remain about PTA business.

Members should ask themselves “Does this message need to go to everyone or can I message an individual directly?”

**PTA Facebook group:**

It was agreed that the Facebook group would remain active.

Kerrie Diging and Nicky Abraham to produce guidelines of use and to send to Mrs Dunn before the next meeting, where they will be presented for approval.

The page is to remain strictly PTA in content.

**Meetings:**

More regular PTA meetings are needed.

**School trip funding:**

Mrs Pratten will look at how much money is spent on school trips across different year groups so that the PTA can consider the idea of subsidising some trips.

Mrs Pratten and Mrs Dunn will discuss the idea of fundraising for a minibus.

**Film night:**

The recent film night did not cover costs. An anonymous donation made up the difference at the last minute.

It was agreed to run one more film night, as it may just have been a one-off bad turn out.

**Bike storage:**

The Junior Leadership Team and the Eco Warriors are investigating storage for adult bikes and the provision of a rain cover for the children’s bike storage.

**Great Get Together:**

Cannot take part in this as it falls during Ramadan.

Will run a repeat of last year’s Food Festival on 19th May. Amy Sprenger to lead, Grace Barden to assist. – ask Kumud Verdi also.

Reception bun sale will therefore be moved to 12th May.

**Summer Fair:**

The summer fair will be held after school on 30th June.

**Swishing event:**

Emma Ridge to lead. Zoe Thompson, Grace Barden and Helen Hudson to assist.

Evening of 21st April.

**Family Quiz:**

The children have requested a family quiz.

**Bingo:**

Popular suggestion of a bingo night.

**Barn Dance:**

Natalie Bedford to discuss dates in October 2017 with the school.

**PTA Social:**

At Emma Ridge’s house.

23rd March, 7pm.

Wine and nibbles.