



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of AGM on meeting 17 November 2016

Present: Jo Barker (JB), Amanda Charlesworth (AC), Rachel Cooper (RC), Jo Copeland (JC), Jon Doyle (JD), Suzanne Gamache (SG), Claire Garside (CG), Rachel Gibbons (RGi), Rachel Greenhalgh (RGr), Daniella Rose (DR), Nicky Russell (NR), Richard Spencer (RS), Clare Weekes (CW)

Ordinary Business

1. **Apologies:** Sarah Bell, Emma Cawood, Pam Jones

2. **Minutes of last meeting**

RS had reviewed and approved the minutes of the previous meeting on 07 October 2016.

3. **Summary of activity since last AGM**

- The PTA aims to organise events that combine fundraising and social events to develop the school community
- A busy and successful year with lots of engagement from parents, including dads
- Parents' quiz night held again in November 2015 and was well received. Several parents have asked if it will be repeated.
- Children's disco and cake stall also held during Autumn term 2015
- Christmas fair was a success again and lots of parents volunteered to help
- Secret Santa held for a second time; the children really enjoy it and it is a profitable event. Thanks to all who helped.
- Seasonal greetings cards also organised for a second time; not as popular as the first year but profit was higher
- Cheese and Wine tasting evening event for parents held in April 2016. This was less popular than the quiz night but was an enjoyable evening for those who attended.
- Children's movie night held during the Spring term and this event is always extremely popular
- Tea towel with whole school portraits was a successful activity and provided a nice memory for families with children in year 6.
- Family barbeque and children's disco held in June; enjoyable and fairly popular despite wet weather
- Summer fair held on a Saturday again; takings were not as high as the previous year due to wet weather. Fun event nonetheless and lots of help from volunteers. Agreed that holding the fair on a Saturday works well.
- Annual Roundhay schools fun run held in June as usual and thanks to RGi and Jane Pearson for representing Moortown on the organising committee. RGi and JP are stepping down this year so new volunteers are needed to maintain Moortown's involvement in this event.
- Cash for coins is an ongoing activity, with a collection box held in the school office. Once a certain weight has been reached, the money can be posted back free of charge.
- Several new fundraising ideas were put forward during the year and family barbeque and cheese and wine evening were two that were taken forward. Other ideas included a Moortown's Got

Talent for parents evening, a drive-in movie night and a portrait exhibition. It's hoped that the portrait exhibition will be taken forward in the future.

- Biggest expenditure since the financial year end in March 2016 has been on furniture for the library. CW reported that the library is very well used and that visitors to the school often comment on how nice it is. RC put forward a suggestion that some PTA money could be set-aside each year to help replenish library books.
- RC stepping down as Chair but will continue to be involved until the end of the school year.

4. Treasurer's report for the financial year ending 31 March 2016

- The PTA raised £6,577.34 in total, with £2,630.58 spent on costs and therefore created a net surplus of £3,946.76
- The events that generated the income included the following:

Summer Fair July 2015	£1,745.41
Christmas Fair Dec 2015	£1,051.43
Donations (including First Direct)	£861.43
Interschool Fun Run	£715.00
Movie Nights (x2)	£706.85
Bun Sales	£351.18
- Expenses included £1,777.60 spent on the outside signs and boards around the school playground, medals and stickers at sports day, and the Year 6 leavers bowling party
- With the balance brought forward at the beginning of the year of £5,955.74 and the net surplus created of £3,946.76 we have ended the 2016 financial year with £9,902.50 of funds
- Around £4,500 of these funds has been set aside for the development of the green space, leaving £5,402.50 of working capital. Much of this (approx. £6000) has been spent in the current year on the new school library furniture
- Details of the specific income and expenses are available from SB to anyone who would like to see them
- Accounts will be audited by Andy Miller, although they fall below the threshold for this to be required
- Development of green space delayed further. Leeds City Council Parks were due to take on the land in September, but this has been delayed because of the large mounds of earth created during the construction of the houses. Approval is needed for a change in the planning application to level out the earth and Leeds City Council Parks will take on the land once revised planning consent is obtained. Tree surveys are also needed for the green space as part of plans to put down a hard surface on part of the land.
- No target figure for the PTA to raise for the green space but there will be a lot of costs associated with developing it for use. Agreed to continue to set-aside half of all fundraising in the separate savings account towards the green space.
- No other big fundraising projects identified yet for this year

5. Election of Officers of the Committee

- Chair: Richard Spencer
- Treasurer: Sarah Bell
- Secretary: Jo Copeland

- RS thanked RC on behalf of all the PTA members for all her hard work and commitment as Chair
- It would be useful to find someone to take on the communications role from RC at the end of the year, which involves organising flyers and other communications to advertise events
- SB is happy to remain as Treasurer for another year but she will no longer be a parent at school next year therefore it would be useful to appoint a deputy Treasurer to allow a handover. The role does not require someone who is an accountant and all systems are already set up. The main duties involve maintaining the accounts, organising floats for events, writing cheques and banking.

Special Business

6. Autumn term events

a. Secret Santa (Monday 28 November)

- Largely in hand but more volunteers would be helpful

b. Christmas fair (Friday 09 December 2.30pm)

- Lots of volunteers needed
- Non-uniform day on Friday 02 December for tombola donations; **RC to organise flyer to be sent out next week for tombola and cake stall donations**
- AC is not able to organise the tombola this year; **RC and DR to do ticketing of donations on Friday 02 December.** Volunteers needed to run the tombola on the day of the fair.
- **NR offered to make the frame for the lollipop game**
- **RC to buy bran tub prizes and confirm Santa**
- AC asked about the possibility of selling reindeer food at the fair; **RGi to ask Jacqui Sykes if she will make this again.** If Jacqui is not able to, AC offered to make it.
- Volunteers are needed to help set up Santa's grotto in the library
- **RGr to buy maltesers for Rudolph's poo**
- **RGi to think about a game involving a physical challenge e.g. throw the snowman's head**
- Confirmed raffle prizes: tennis lesson and David Lloyd day pass, tea for two at Filmore & Union, Marvel character light, Thorntons chocolates, 2 vouchers for a family portrait session at Mark Swinford photography, voucher for Treetop Nets, Yoga class voucher
- Potential raffle prizes to be followed up: Cook voucher (**RGi**), Pilates voucher (**RS**)

c. Seasonal greetings cards

- All in hand; proofs had been received and direct online ordering system this year
- Greetings cards will be delivered on 03 December

7. Future events

a. Portrait exhibition

- Lee and Beck Marriot had offered to make display boards
- To discuss at next meeting and agree whether to defer to another term this school year or until the Autumn term next year

8. Any other business

a. Class representatives

- RS would like to ensure representation on the PTA from all year groups by re-introducing class representatives
- Class representatives would help to recruit volunteers for events and attract parents into the PTA
- RS has drafted role requirements, which include: co-ordinating PTA from year group parents, building awareness of PTA activities, engaging, year group parents in donation of cakes/prizes for events, attending some PTA meetings
- JB and DR volunteered to be class representatives for Reception
- JD volunteered for Year 1, along with Jacqui Woods

9. Date of next meeting

- To be arranged in January; possible dates will be proposed via email
- Going forward, RS will aim to hold one meeting per term in the evening