



Meeting/Project Name:	Kingston St Mary Church of England Primary School		
	PTFA Annual General Meeting		Charity No: 1083253
Date of Meeting:	20 th Sept 2019	Time:	13:30-15:00
Minutes prepared by:	Shantel Ewing	Location:	Greenway, Kingston St Mary, Taunton, Somerset, TA2 8JH
Meeting Purpose:	To discuss and agree related business to review and reflect on the previous year's fund raising efforts and agree fundraising activities the forthcoming year. This may include electing a Chair, Secretary and Treasurer and agree any changes to the constitution, if appropriate.		
Attendees:	Nicola Moulden Lin Bewes Corinne Dorse Sam Hitchcott	Kay Sera Hall Gareth Hall Shantel Ewing Kim Greenslade	
Apologies:	Paula Kedward, Suzanne Ward		
Minutes Circulation:	https://www.ksmprimary.com/ptfa/		
Minutes			
Welcome and Introduction	The Chair opened the meeting and welcomed new members.		
Minutes of the Previous Minutes	Minutes from the previous AGM were signed off as correct. No matters were raised from the previous meeting.		
Chair's Report	A very successful year with many transitions taking part. Last year we saw some long-standing committee members and officers leaving which is a real shame but in the positive side it allows a time of change in the way we do things. We have successfully appointed year group reps and they have set up a WhatsApp group which supports and improves communication with parents. This is a real benefit and something that I feel will continue this year and improve as time goes on. The year group reps have started talking to class teachers about the fundraising potential and what they need in their classes. This is the beginning of the process which will hopefully carry through next year. PTA meetings continue to be badly attended with very few new parents volunteering to become new members. Initiatives which include setting up a committee, email groups, Facebook and class rep prompts are ensuring that messages are being carried further afield, which is a positive step forward. As the year progresses, I would hope our fundraising efforts (which are supported by the children and parents) will draw in new and existing parents whose effort and increased involvement will lend greater opportunities to raise funds for the children at the school. I will continue to work with Miss Greenslade to ensure that we don't pack too many PTA fundraisers into the terms, striking a balance between school and fundraising activities to achieve the fundraising targets planned. Last year, an event lead was appointed for each fundraising activity, who was key to co-ordinating the event and drumming up support for running the activity from the parents with class rep support.		



	Thank you to everyone for all their hard work.
Treasurer's Report	The Treasurer circulated the account for the year. The funds that the PTFA are a valuable source of income and support for the school and school activities during the year. While funds raised were lower than the previous year, the PTFA were still able to contribute £3000 towards school resource and support school trips. It would be expected that the committee continue to raise the shortfall of funds (at a minimum of £3000) currently not available from pupil funding to enable the school to offer extra-curricular opportunities (i.e. trips). The meeting adopted the Financial statements for 2018/2019.
Head Teacher's Report	Miss Greenslade thanked everyone who contributed to raising money for the school projects during the last year. I would especially like to thank those parents who have attended meetings and taken organisational roles for specific events. The school continues to benefit from funds raised by parents, indeed this year we are reliant on the parents to raise £3000 towards everyday school resources which enabled us to set a positive budget for 2019-2020 financial year. Last year we saw a lot of work to revamp the PTFA and many changes with the organisation and ethos of the committee. The termly newsletter and the move to increase the social and community feel to events has been, in my view, a positive change. Another initiative was the What's App Group which seems to be working well and the Parent Representatives, another positive addition and a great support. Moving forward we have a list of events for this academic year which hopefully, in spite of the ever increasing time demands on parents, will be manageable. However, we need to be open to changing the format of some events in order to make them more manageable or cancelling altogether, if the support is not available.
Election of Officers	Nominated and seconded by Corinne Dorse Chair: Lin Bewes Treasurer: tbc it was agreed that Corinne Dorse will remain in role until an alternative officer could be found. Post meeting update 07/11/2019 Terri Quinn has accepted the position of Treasurer Secretary: Shantel Ewing
Election of Committee:	Paula Kedward, Suzanne Ward, Sera, Gareth.
Any other business	Class Year Reps – it was agreed at the meeting that this role was hugely supportive in the dissemination of information to parents and offering support where appropriate. The role of the Class Year Rep would include corralling parents to provide cakes and support the sale of cakes for that year group. Newsletter – the quarterly newsletter would need to be created and distributed on a regular basis. Shantel, agreed to pick up this activity. Posters – one of the committee members offered to support the creation / production of posters, when possible for Cake Sale. Cake Sales – the dates for cake sales will be posted on the Parent noticeboard and facebook page. These will be run by the year reps, who can remind parents and children of the sale. They will put posters up on Monday and get other parents in that year to help them run it on Friday after school. Friday 4th Oct – Woodies (Lin and Gemma R)



	Friday 6th Dec – Buzzards (Liz and Lisa) Friday 10th Jan – Owls (Lin) Friday 7th Feb – Woodies (Lin and Gemma R) Friday 6th March – Robins(Lin and kay) Friday 3rd April – Buzzards (Liz and Lisa) Friday 1st May – Owls (Lin) Friday 5th June – Woodies (Lin and Gemma R) Friday 3rd July – Robins (Lin and kay) Jumble Sales – The meeting agreed to hold the Jumble Sale on the 12th October. Gareth and Sera offered to collect any items for the Jumble sale. Additional volunteers would be required to set-up (either the night before until 6pm) or from 9:30am and tidy up following the sale. This would need to be strongly advertised to ensure that it was supported by the local community. New Parents evening - 26th Sept – Donation of cakes for this event would be gratefully received. Parents will be notified via the Class Rep and school newsletter of event. All are welcome. Next date of meeting - discussed as 5th November.
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Actions

Date	Action	Assigned to	Proposed completion date	Status
19/09/2019	Update accounts to reflect additional donation received and monies due to school for school trip	Corrine	05/11	Open
19/09/2019	Provide online copies of historical minutes and accounts to the newly appointed officers	Corrine, Sam	05/11	Open
19/09/2019	Provide access to Facebook for new committee members	Corrine, Sam	07/11	Closed
19/09/2019	Include the following in the newsletter: - Request offer of volunteers for Jumble sale - Advertise post of Treasurer - Next PTFA event (New Parent Meeting)	Kim	25/09	Closed
19/09/2019	Obtain change of signature forms from bank	Corrine	05/11	Open
19/09/2019	Investigate and advise how previous minutes and accounts can be uploaded to school website	Kim	05/11	Open
19/09/2019	Confirm if there are any allergies for consideration	Kim	25/09	Closed
19/09/2019	Confirm Class Rep role. Implement Whatsapp Group for Class Reps only	Lin	25/09	Closed
19/09/2019	Provide instructions for Jumble Sale to organiser and new committee members.	Corrine, Sam	07/11	Closed



Date	Action	Assigned to	Proposed completion date	Status
19/09/2019	Issue contact list	Lin	25/09	Closed
19/09/2019	Prepare posters for upcoming events (Welcome, Cakes and Jumble Sale)	Lin	25/09	Closed