



AGM 2016 PTA Meeting Minutes

Date:	Tuesday 13 th September 2016, 8pm
Venue:	Stamford Green School
In Attendance:	Jules Claridge, Louise Dennis, Louise Druce, Leigh Fleeman (Chair), Rebecca Jennings, Jo Jones, Michelle Oliver, Nic Peaty, Jon Tasch, Jessica Ishmael, Sarah Aldridge, Simon Day, Carla Pon, Alta Caroto, Suzie Seabroke, Charlotte Briley
Apologies:	Cherie Fitzgibbon, Emma Brown, Eleanor Oldham, Andrea Garner

Item	Subject	Action and Date
1.	<p>Apologies and Welcome</p> <p>Apologies received from Cherie Fitzgibbon, Emma Brown, Eleanor Oldham, Andrea Garner</p> <p>Leigh welcomed new parents to the PTA meeting</p>	
2.	<p>Minutes of Last Meeting</p> <p>Approved and no further action/comment.</p>	
3.	<p>2015-16 Review</p> <ul style="list-style-type: none"> • Chair report • It has been a very successful past year for the PTA and goals have been achieved. Leigh suggested the first bulletin should highlight where we are with the current PTA strategy; what has been achieved and what is planned for the future. • Proposal to reduce tenure of posts to two years, as may be felt that three years is quite a long time. Rebecca said first year is often about finding your feet supporting the PTA activities so 2nd and 3rd years often more productive/rewarding. Reduction in tenure would require succession planning. • Financial Report • Jon Tasch shared the headlines and details of the Annual Financial Report. The largest fundraisers were the Summer Fun Day and Fireworks night. • School Headteacher Review • Louise Druce thanked the PTA for their ongoing support and fundraising for the school, in particular the outgoing committee members – Leigh Fleeman, Jules Claridge and Nic Peaty. 	<ul style="list-style-type: none"> • JJ to support next bulletin
4.	<p>Election of Committee Members</p> <p>There are a number of committee members who will continue in their posts:</p> <ul style="list-style-type: none"> • Vice-Chair – Louise Dennis 	

	<ul style="list-style-type: none"> • Treasurer – Jon Tasch • Class Rep Co-ordinator – Michelle Oliver <p>Leigh provided a summary of the three PTA posts for the outgoing committee members, and asked if there were any volunteers, or known volunteers not at the meeting, who would like to fill these. Leigh and Rebecca, both previous chairs, advised they would be available to support any new chair for the next 12 months.</p> <p>Purchaser. Alta Caroto (new reception parent) and Carla Pon (Year 1 parent) kindly agreed to share the role.</p> <p>Fundraiser. There was a discussion about whether it was possible to split the role and Jo Jones kindly agreed to manage the PTA Bulletin.</p> <p>Chair. No volunteers identified for role.</p> <p>Louise Druce advised she would send out a bulletin this week to all parents regarding the vacant Fundraiser and Chair positions. Leigh will provide bullet points for this bulletin.</p>	<ul style="list-style-type: none"> • AC, CP • JJ • LD/LF
5.	<p>Upcoming events</p> <ul style="list-style-type: none"> • Circus. <ul style="list-style-type: none"> ○ 29th September. 450 out of 600 tickets sold. ○ Discussion regarding PTA supporting with bar, BBQ, crisps and donuts. Gates open 4.30pm and proposal to run refreshments until 5.45pm. Discussion around whether it would be possible to reserve seats for volunteers? Also whether we need to hire big spotlight with a generator – assume not as still light at 5.30pm on 29th September. ○ Need to confirm where the BBQ and bar will be set up • Retro Night. <ul style="list-style-type: none"> ○ Leigh needs to organize the license for this. ○ Louise Druce advised Miss Swann can turn on the lights for the disco as these require some time to warm up. ○ Plan is for 150-180 tickets. Letter regarding this event to be issued shortly. ○ Leigh will manage all the planning for the event but cannot actually attend on the night so would like volunteer to help out on the night. • Fireworks Night – 4th November <ul style="list-style-type: none"> ○ Leigh to check with Eleanor regarding plans for this event. Need volunteer to co-ordinate/run this. • Xmas disco <ul style="list-style-type: none"> ○ Music and dancers booked. Need volunteer to co-ordinate/run this. • Christmas Fair/Market – 4th December <ul style="list-style-type: none"> ○ Louise Dennis has volunteered to co-ordinate this event. • Christmas cards <ul style="list-style-type: none"> ○ Michelle Oliver has kindly agreed to continue co-ordinating this activity. ○ Discussion regarding whether we have cards for the whole school or introduce bags for KS2. 	<ul style="list-style-type: none"> • LD • LF • LD • LF • LF • LDen • MO

	<ul style="list-style-type: none"> ○ Proposal that we organize this as part of school activities this year. Louise Druce to confirm. 	<ul style="list-style-type: none"> • LD
6.	<p>AOB</p> <ul style="list-style-type: none"> • Funding Requests <ul style="list-style-type: none"> ○ Louise Druce requested funding for some additional scooter racks and a defibrillator, potentially for community, if not school access. Louise Druce to investigate cost/options of having it outside the school for community access. • 100 Club <ul style="list-style-type: none"> ○ Need to do another push on the 100 club to new parents. 	<ul style="list-style-type: none"> • LD • LD to contact Emma?
7	Date of Next Meeting –Tuesday 11th October at the Cricketers at 8pm	

Attendees

Name
Louise Dennis
Rebecca Jennings
Nicola Peaty
Michelle Oliver
Jo Jones
Jessica Ishmael
Sarah Aldridge
Simon Day
Carla Pon
Alta Caroto
Suzie Seabroke
Charlotte Briley
Louise Druce
Jules Claridge
Leigh Fleeman
Jon Tasch