

The Firs Lower School PTA
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Firs Lower School PTA AGM Minutes – 10 October 2017

Attendees

| | | | |
|------------------|-----------------|-----------------|-----------------|
| Danine Maskill | Sue A'Court | Karen Hinsley | Georgina Murray |
| Vicki McQueen | Rebecca Ellis | Alexandra Russo | Siobhan Rourke |
| Jo Freeman | Adam Campbell | Kerrie Mercer | Hayley Funtram |
| Helen Rossetti | Joanna Milne | Vicky Stallan | Rob Forman |
| Caroline Wise | Rachel Neve | Michael Tomkins | Jenny Ashley |
| Michelle Chapman | Ben Scutt | Daisy Sapunova | Kelly Lara |
| Angela McGovern | Andrew Baddeley | Alan Pharboo | Helen Pearson |

Apologies

Tanya Moffett Angela Abbott

Vision

We aim to run an inclusive PTA to enhance our children's experience of The Firs Lower School through events, experiences and funding for equipment.

Minutes

1. Matters Arising from last AGM

JF confirmed that there were no matters arising from last year's AGM

2. Welcome from PTA Chair

Danine welcomed everyone to the meeting and gave a run down of the year's fundraising events such as Film Night, Disco, Christmas Craft Fair, Panto, Gala Day, Race Night & Fun Run.

Danine ran through the areas we had spent money on throughout the year.

She thanked the current PTA for their support and hard work over the last year, as well as all those who had volunteered and supported throughout the year. She also thanked Mr Campbell and staff for their commitment, with a special thanks to Mackie for his good-natured support for all PTA events.

Danine encouraged those present to get involved with the PTA at whatever level suited them best and spoke of the benefits of friendship and community that she had experienced and also the huge difference the work of the PTA made to the school and our pupils.

3. Treasurer's Report

In Angela's absence, Danine confirmed that the PTA has raised over £15,000 throughout the year, exceeding our £10k target.

Our most profitable events include the annual Fun Run and Christmas Craft afternoons, events both thoroughly enjoyed by the children and parents.

Spend for the year has included our regular commitments, including Y4 swimming, leavers presents, football contributions, externally provided professional pantomime and Christmas presents for all the

children, which total approximately £2300. We have also been really pleased to be able to support the school this year in the purchase of some much needed equipment, including a cooker and mobile stand which can be used across all year groups, maths propeller equipment and the sandpit.

Through a PTA sourced, GSK sponsorship grant we supported The Firs' first Science Week in the Summer term, which was enjoyed by the whole school at a cost of £975. This has supported the school in their aim to improve science provision across all year groups, as identified in the last Ofstead report. We have also subsidised a number of events run for specific year groups throughout the academic year, including Seaside Day and Saxon Day, which reduces the contribution requested from parents.

Danine confirmed that the PTA continues to be committed to consider all requests for funding carefully; and are keen to support the school in any way possible to enhance the children's learning experience whilst complementing the school curriculum and making their time at The Firs even more enjoyable!

4. Head's Report

Mr Campbell thanked the committee and echoed the importance of the work of the PTA and its contribution to the school. He cited items such as Year 4 swimming support as being particularly important for life skills and noted how even the smaller activities such as the Easter Egg Raffle brought real joy and excitement to the children – adding to the buzz of everyday life at The Firs. He finished by saying that the most important thing that the PTA brought to the school was the social element and the fun – and the memories we create for the children.

5. Election of Officers

Jo briefly ran through the roles of the Committee members (see notes below). She explained that all current committee members were happy to stay on, but that new members were more than welcome to join as many of the existing committee would be looking to step down next year, so a year of being involved would be very helpful for a smooth handover. The secretary role is to be split to make the workload more manageable. We will also be creating some committee roles called 'Events Officers' in lieu of a Vice Chair as these were deemed more valuable. The Treasurer or Secretary will act as Vice Chair in the absence of the Chair.

Nominations and seconds were made and the following committee agreed:

Chair – Danine Maskill (Child in Y1)

Treasurer – Angela Abbott (Child in Y1)

Secretary – Jo Freeman (Children in Y1 & Y3)

Events Secretary – Helen Pearson (Child in Y1)

Events Officer – Tanya Moffett (Children in Y1, Y3 & Saplings)

Events Officer – Rebecca Ellis (Children in Y1 & Saplings)

It would be great to have some parents of Reception, Year 2 & Year 4 children coming along to meetings so that we have full representation of the whole school. We would also be very keen to have more teacher representation at meetings as well as at events.

6. AOB

The most important part of the PTA is our army of volunteers – the Fun Run alone took more than 50 volunteers to make happen. Jo advised that we would be looking for volunteers for each of the individual events throughout the year and that offers of help for any of these should please make themselves known to the committee.

7. Next Meeting

The next PTA meeting will be held on Tuesday 6 November at 7.30pm in the school hall – all are invited and very welcome. Please join 'The Firs Lower School PTA' closed Facebook group for event updates.

Appendix 1 – roles of the PTA

PTA Committee roles

CHAIR

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

The Chair ensures that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and prepare and submit statutory reports to Regulatory Bodies. They champion the work of the PTA and strive to get others involved.

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTA with one other committee member

SECRETARY

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines. The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTA. They champion the work of the PTA and strive to get others involved.

Main duties:

- Deal with correspondence

- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Work closely with the school office to circulate information to parents via email, website or text alerts
- Ensuring all information on PTA work is kept current and up to date
- Management of the PTA Facebook page
- Liaison with the school on the PTA section of the school website
- Deputise for the Chair wherever necessary

EVENTS SECRETARY

The Events Secretary manages the administration of all PTA events. This involves liaison with the Events Officers on the requirements for an event and with the Secretary to ensure that communications are timely and relevant. They champion the work of the PTA and strive to get others involved.

Main Duties

- Attends PTA Meetings
- Publicising PTA events and fundraising initiatives
- Preparation of publicity flyers, posters, tickets etc. for events
- Co-ordination of rotas for volunteers for events
- Collation of parent responses etc for events and co-ordination of information needed at the event for safeguarding etc
- Work closely with the school office to circulate information to parents via email, website or text alerts

TREASURER

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly. They will maintain up-to-date records of all PTA financial transactions. They champion the work of the PTA and strive to get others involved.

Main duties:

- Attends PTA Meetings
- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at PTA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid
- Deputise for the Chair wherever necessary

EVENTS OFFICERS

Events Officers contribute at meetings with their opinions and ideas, representing those in their year groups. They champion the work of the PTA and strive to get others involved.

Main duties:

- Attends PTA meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Encourages participation and enthusiasm for the events organised by the PTA