

# CALOW CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

## Parent, Teachers and Friends Association

### Minutes of Annual General Meeting (AGM) Wednesday 23<sup>rd</sup> September 2015

<b>Mrs Sam Sherlock</b>	<b>Chair</b>
<b>Mrs E McDonald</b>	<b>Vice Chair</b>
<b>Mrs Heather Cagnasso</b>	<b>Treasurer    </b>
<b>Mrs Allie Harding</b>	<b>Secretary (Minutes)</b>
<b>Mrs Nicola Fullwood</b>	<b>Committee Member</b>
<b>Mrs Sally Martin</b>	<b>Committee Member</b>
<b>Mr Craig Rolt</b>	<b>Committee Member</b>
<b>Mr M Thacker</b>	<b>Headteacher</b>
<b>Mrs C Hill</b>	<b>Committee Member</b>
<b>Mrs L Watkinson</b>	<b>Committee Member</b>
<b>Miss C Savage</b>	<b>Committee Member</b>
<b>Mrs J Oldale</b>	<b>Committee Member</b>
<b>Mrs Jenny Nightingale-Newton</b>	<b>Vice Treasurer</b>

<b>Apologies</b>	
<b>Mrs C Winter</b>	<b>Chair of Governors</b>

<b>1</b>	<b>Welcome from the Headteacher</b>		
	Mr Thacker opened the meeting by welcoming everyone to the 2015 Annual General Meeting of the Parents, Teachers and Friends Association of Calow Church of England (VC) Primary School.		
<b>2</b>	<b>Election of officers</b>		
	Officers were elected as follows:		
	Chair	Mrs Sam Sherlock	Proposed by Mrs Nicola Fullwood Seconded by Mrs Allie Harding
	Vice Chair	Mrs E McDonald	Proposed by Mr Thacker Seconded by Mrs Hill
	Treasurer	Mrs Heather Cagnasso	Proposed by Mr Thacker Seconded by Mrs Sam Sherlock
	Vice Treasurer	Mrs Jenny Nightingale-Newton	Proposed by Mrs Nicola Fullwood Seconded by Mrs Sam Sherlock

	Secretary Mrs Allie Harding	Proposed by Mrs Sam Sherlock Seconded by Mrs Heather Cagnasso
<b>3</b>	<b>Election of committee</b>	
	Committee members were elected as follows:	
	Mrs C Hill Mrs J Oldale Mrs Sally Martin Mr Craig Rolt Miss C Savage Mrs L Watkinson Mrs Nicola Fullwood	
<b>4</b>	<b>Apologies for absence</b>	
	Apologies for absence was received from Mrs C Winter, Chair of Governors.	
<b>5</b>	<b>Minutes of previous AGM held on 24<sup>th</sup> September 2014</b>	
	The minutes were agreed as a true and accurate record.	
<b>6</b>	<b>Headteachers' review</b>	
	Mr Thacker thanked members of the PTFA as during the last academic year funds had been raised to:	
	<ul style="list-style-type: none"> <li>- facilitate funding for 6 netbooks to ensure the school remains at the forefront of 21<sup>st</sup> century technology</li> <li>- subsidise the cost of year 6 residential visit to Scarborough</li> <li>- support St Peters Church with a fundraising bingo night on 14<sup>th</sup> October 2014</li> <li>- Facilitate other events such as the Christmas fair (opened by the Mayor of Chesterfield and the summer fair (opened by the High Sheriff)</li> <li>- Organise various discos enjoyed by the children</li> <li>- Funded year 6 leavers' t-shirts (an important commemorative item) and Christmas gifts for all children.</li> </ul>	
	Mr Thacker also extended his thanks to members who have liaised with the council for TENs, various businesses to secure sponsorship for the calendars and raffle prizes and who worked hard to devise risk assessments and plan smooth running of events (before, during and after) with particular thanks to Nicola Fullwood and Heather Cagnasso.	
	Special thanks were also given to the outgoing Chair Sally Martin who has been pivotal to the work of the PTFA. Sally has worked very hard in various capacities over a number of years, and she was presented with an arrangement of flowers on behalf of Mr Thacker and members.	

<p><b>7</b></p>	<p><b>Treasurers report and approval of accounts</b></p> <p>The statement of account shows a total of £4,789 was given to the school for all activities, which was felt to be a good year in terms of raising money.</p> <p>There is currently approximately £2,065 on account.</p> <p>The Treasurer felt it would be helpful if Mr Thacker could propose some targets for the PTFA to work to. Mr Thacker felt he did not want to suggest IT equipment again and instead proposed external play equipment to go alongside the pirate ship. Between £3,000 and £5,000 pounds would be required to fund this. The School Council have previously chosen the pirate ship and Mr Thacker, therefore agreed to take this discussion to the next meeting of the School Council.</p> <p>The Treasurer also suggested that a budget for the coming year would be helpful to show what monies will be required for educational visits/leavers' gifts, etc. It was noted that school usually receives £300 per term. This ensures costs for school visits are kept at £10 per child. It was noted Christmas gifts cost around £450 and leavers' t-shirts around £7 per child at a total cost of £189.</p>
<p><b>8</b></p>	<p><b>Bank mandate</b></p> <p>The Treasurer felt it was appropriate to remain with Lloyds Bank for the current account and CAF Bank for the deposit/charity account.</p> <p>It was agreed there should be a change in signatories in light of the change of officers. These were agreed as:</p> <p>Mrs Heather Cagnasso Mrs Jenny Nightinghale-Newton Mrs Allie Harding</p>
<p><b>9</b></p>	<p><b>Allocation of Funds 2015/2016</b></p> <p>There is currently £2,000 in the bank and it was proposed leaving £1,500 for Christmas expenses to be discussed at the next meeting and after the fashion show. However, Mr Thacker explained that year 6 had an educational visit scheduled before the next meeting, 18<sup>th</sup> October 2015.</p> <p><u>Audit of accounts</u></p> <p>It was noted that this could not be carried out by a member of the committee. Jenny Nightinghale-Newton agreed to speak to some of her colleagues to ask if anyone was able to help.</p>

<p><b>10</b></p>	<p><b>Review of constitution</b></p> <p>The constitution remains unchanged, proposed by Sally Martin and seconded by Craig Rolt.</p>
<p><b>11</b></p>	<p><b>Future events</b></p> <p><u>Fashion show</u></p> <p>Well over the required 80 tickets have been sold which means the PTFA are able to receive £100 of clothing vouchers to raffle on the night and the £100 deposit will be reimbursed. All money from ticket sales will be retained by the PTFA.</p> <p>Refreshments will be sold on the night and staff present at the meeting agreed to help serve these.</p> <p><u>Christmas fair</u></p> <p>Committee members can come into school from 1.30pm the day before the fair to begin setting up. School will be open from 9.00am on the day of the fair.</p> <p>Mr Thacker reported that the Ireland Colliery Band have offered their services for free to play at the fair. Father Christmas, Malcolm Groves will also be available.</p> <p>Mrs Hill, Miss Franklin and Miss Facey have all agreed to be fairies at the fair. The school choir will also be singing.</p> <p>Sam Sherlock pointed out that some stores offer sale or return and that this should be considered for selection boxes purchased as Santa's gifts if the committee were in agreement. Other items could again be purchased for those children with intolerances. Sam will investigate and purchase.</p> <p><u>Non uniform day</u></p> <p>Non uniform day, on which the children all bring in items for the tombola will be on Friday 13<sup>th</sup> November 2015. Heather Cagnasso, Allie Harding, Sam Sherlock and Jenny Nightingale-Newton all agreed to come in on the Friday morning to help sort the tombola gifts.</p> <p>Mr Thacker to confirm at a later date who will be opening the fair.</p> <p>Nicola Fullwood reported she has recently been to an event where mascots of Olaf and a Minion were present. The company has offered their services for free given we are a charity, in return for us advertising their business. They would be available between 10.30am and 11.30am at the fair. They are able to provide their own insurance, but had also agreed to sign the</p>

	<p>disclaimer. The committee felt this was a great idea and Nicola agreed to confirm this. It was also suggested booking them for the summer fair, which Nicola Fullwood agreed to discuss with them. It was noted that the organisation are able to provide many different characters.</p> <p><u>Christmas disco</u></p> <p>The date for the Christmas disco was agreed as 17<sup>th</sup> December 2015 and the sub committee would again meet to discuss the organising of the event. The date and venue for this to be agreed.</p> <p>Craig Rolt kindly agreed to do the discos for this year, but stated this would be his last year. It was noted that some of the equipment belonged to school, but that Craig Rolt uses his laptop, iPod and iPad. As some of the lights belong to Craig it was discussed raising some funds to purchase these and equipment for future events. The Chair asked if it would be possible to provide Craig with a memory stick to transfer some of the music for future use. It was noted that Craig listens to the lyrics of songs to ensure they are suitable for the children. The committee agreed to sending out a circular/ request to see if anyone would be available to provide this service in the future, whilst noting there would be no fee for carrying out the role.</p> <p>The Chair stated she was looking at sending out a questionnaire to all parents about future events and how they might be able to help at them. This will be discussed at the next meeting.</p>
<p><b>12</b></p>	<p><b>Correspondence</b></p> <p>Nicola Fullwood has received some correspondence from a company wishing to get the children involved in making their own Christmas cards. It was agreed this did not make much in the way of funds and was a great deal of work.</p>
<p><b>13</b></p>	<p><b>Date and time of 2016 AGM</b></p> <p>The date of the 2016 AGM was agreed as Thursday 22<sup>nd</sup> September 2016.</p>
<p><b>14</b></p>	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the PTFA will be held on Thursday 22<sup>nd</sup> October at 7.00pm.</p>