

Bradfield Primary PTA annual general meeting

Thursday 28th September 2017

Welcome- Kimiko welcomes everyone

Apologies- Helen Varley, Sarah Hoiles, Olivia Coghlan

Confirmation of minutes from last year's AGM – everyone present was offered to read last year's AGM minutes written in the book, Kimiko signed off the minutes

Report from Chair – Please see attached report

Report from Treasurer- Please see attached report. Catherine Handley-Archer will be auditing Tertia's accounts.

Personal thanks from Kimiko as current chair to committee. Kimiko very kindly gave presents to the committee and to Pippa Jones and Sarah Hoiles for their dedication and commitment to the team.

Big thank you- from Jenny Slade-Nowell. She stated that we are currently in stricken times and therefore the added value of the fundraising from the PTA events is crucial.

Robin Hassan as elected Clarke for the evening now takes over.

Current committee members all stand down.

Current situation- Jenny Slade-Nowell re-emphasised the need for additional financial support due to government school funding being seriously cut. The current budget is entirely taken up by staffing costs and running of the building. Normally money left over in budget, now there is no money but there continues to be school development priorities:

- Improve impact of subject leadership
- Maths for all pupils
- Attainment and progress in reading-particularly for boys and disadvantaged pupils
- To ensure all pupils receive high quality feedback that supports excellent progress- rich and engaging curriculum
- Continue development of quality and teaching

Donations of £700 have already been received of which £420 spent on maths resources
The establishment of the 'Just giving' website is currently on hold until new PTA committee is in place

Freedom of voluntary donations would be really valuable

Robin Hassan speaking as the chair of governor's - all children will benefit from priority funding
School cannot accept money only PTA plus gift aid as PTA is charity.....

Election to office of new committee and members

2 nominations for Barry Wigley as Chair

Barry- currently has a son in year 1; interested in the school journey so far; been impressed by how busy and active PTA has been; strongly feels work needs to continue to bring in new parents and generate greater financial support for the school

Camilla Goodrich nominated **Barry Wigley for Chair**, Helen Hassan seconded

Tertia Harrison nominated **Philly Peters for secretary**, Bea Cairns seconded

Kimiko Dearing nominated **Darren Blackwood as Treasurer** and Tertia Harrison seconded

PTA constitution - current constitution pre-war!! Robin struck by how out of date it is in relation to modern life and commitments, re-drafted by Robin:

- same objectives for PTA but to include any friends to the school
- Old constitution huge committee of 15- strip down to chair, secretary, treasurer, head teacher and staff , up to another 5 members : member quorum of 50%
- Quorum of AGM changed down to double existing committee
- Minimum of 3 committee meetings a year
- Nobody can do more than 3 years in office
- AGM to happen within 12 months
- Thereafter within 15 months

Proposal of new constitution – Baz questioned mechanism for change- PTA model has been on show to all in school reception; changes to model have been mentioned.

Definition of friend of PTA: any person over 18 wishing to offer help to school have to be voted in by committee.

Framework to enable current lifestyles and attitudes

Unanimous agreement to change constitution

Additional Committee members:

Joanna Bell, Vicki and Cindy- nominated and seconded by Philly and Tertia

Stephen Ruddick- nominatd by Robin and seconded by Darren

Hannah Dennis/Natasha Howlett- to be approached as co- teachers on committee

New Proposals for the committee

- Roles and responsibilities will be addressed for class reps and other roles- addressed as a committee rather than constitution by new team
- Baz wants to understand what is going on and then define roles and responsibilities for wider members.

- ?minimal attendance for committee members 3 meetings a year-constitution change
- DBS check for all committee members

Any other business

Bea to continue to write bids for Greenham Common Trusts, Library etc...

Permission given for funding to be released from PTA account for new white board/ smart board- £1400

Jenny requests that each class can have a little pot: expense sheets in the office for class teacher to complete

The need to unlock the profile of 'the ask' to the group of parents over and above what PTA do
Strategy of fundraising – incremental funding needed- mechanisms at disposal to change/ improve
need for understanding of boundaries of what can and can't be done

Closure of meeting - Thanks to previous committee by Baz and amazed by what has been achieved!

TBC- next meeting date



Bradfield Primary PTA

Bradfield Primary School PTA Treasurers Report 2016/2017

28 September 2017

Bradfield Primary School
Cock Lane
Bradfield
RG7 6HR

Charity No 102157

Chair Kimiko Dearing

Vice Chair Becky Cairns

Secretary Philly Peters

Treasurer Tertia Harrison

Objectives of the Association

- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

Income

The total income for the year was £16,450

Total money raised £12,130

Profit from events was £5,790

Events profit (to nearest £10)

Shhhhhop £260

Christmas Fayre £640

Bake Sale, £70

Non-uniform day, £240

Infant play £230

Disco £150

Mothers' Day Tea £520

Telly Addicts quiz £540

Bluebell Walk £60

Mini marathon £1,670

Summer Fete £1,130

Junior play refreshments, £90

Tumbledown Talk £190 (50% of the proceeds were shared with St Peter's Pre-school)

Other income

Rags2Riches £330

Hexagon pantomime ticket purchase, £90

Easy fundraising, £170

Second hand uniform £100

Gift aid reclaim, £660

Sale of Christmas cards/mugs/tea towels £410

Silver Smarties £380

Ice Lolly sales, £228 – thank you to Jon Alderman for purchasing a freezer for school use!

Grants

Bradfield May Fayre, £900

Bradfield Parish Council, £700

Greenham Trust, £2,000

We greatly appreciate of the generosity of the local community in supporting the school.

Match funding

Santander match funding £500, thanks to parent volunteer Nikki Green.

Expenditure

The total expenditure for 2016/2017 £13,810

Event expenses, £1,500

Skipping workshop, £275

Disco, £150

PTA Insurance £101

Hexagon pantomime ticket purchase, £1,300

Christmas tree wooden decorations, £470

Visiting production of Aladdin £275

This year the PTA has transferred £8,760 to school, this money has been used to purchase:

iPad fund £800

Cameras, £810

Playground equipment £2,780

Smartscreens, £3,700

Year 6 leavers' hoodies and school copy of leavers' book, £210

Sports' team shirts, £110

Signed.....Date.....

BRADFIELD PRIMARY PTA**Treasurers Report - Academic Year 2016-2017**

Event	Income	Outgoings	Profit / Loss
EVENTS			
Non Uniform Days	£ 241.05		£ 241.05
Rags2Riches	£ 331.23		£ 331.23
Shhhop	£ 496.90	£ 234.97	£ 261.93
Raffle at Christmas	£ 232.45		£ 232.45
Christmas Fair	£ 986.16	£ 342.49	£ 643.67
Discos	£ 308.65	£ 158.20	£ 150.45
Mother's day Tea	£ 834.35	£ 318.18	£ 516.17
Cream Tea at Bluebell Walk	£ 73.99	£ 13.22	£ 60.77
Sponsored Events	£ 1,671.10		£ 1,671.10
Summer Fete	£ 1,268.86	£ 143.44	£ 1,125.42
Quiz	£ 784.70	£ 240.31	£ 544.39
Tumbledown Talk	£ 485.00	£ 297.49	£ 187.51
Sub totals	£ 7,714.44	£ 1,748.30	£ 5,966.14
MISC OTHER			
2nd Hand Uniform Sales	£ 102.60		£ 102.60
Insurance (NCPTA)		£ 101.00	-£ 101.00
HM Customs	£ 655.77		£ 655.77
Lottery Registration			
Christmas Expenses		£ 535.04	-£ 535.04
Bags/Bottles	£ 33.50		£ 33.50
Christmas Card sales	£ 1,344.25	£ 938.05	£ 406.20
Panto	£ 1,400.00	£ 1,313.40	£ 86.60
May Fayre	£ 900.00		£ 900.00
Misc	£ 193.80	£ 289.34	-£ 95.54
Silver Smarties	£ 421.78	£ 40.00	£ 381.78
Easyfundraising	£ 172.99		£ 172.99
School Equipment		£ 6,097.34	-£ 6,097.34
Teacher Petty Cash			
Ice Lolly Sales	£ 312.54	£ 84.54	£ 228.00
School Special Fund		£ 662.50	-£ 662.50
Matchfunding	£ 500.00		£ 500.00
Grants	£ 2,700.00	£ 2,000.00	£ 700.00
Sub totals	£ 8,737.23	£ 12,061.21	-£ 3,323.98
Totals	£ 16,451.67	£ 13,809.51	£ 2,642.16
Current account balance as at 01/09/16	£ 1,729.17		
Add income	£ 16,451.67		
Minus outgoings	£ 13,809.51		
Equals	£ 4,371.33		
Current account balance as at 31/08/17	£ 4,371.33		
Total funds raised	£12,133.58		
Total funds passed to school to date	£ 8,759.84		
Reserve Account balance as at 31/08/17	£ 1.57		

Bradfield Primary PTA AGM

Thursday 28th Sep

The PTA has had a very successful year welcoming new members and new class reps in reception class.

I would like to take this opportunity to thank my hard working team, Bea as vice chair, Tertia as treasurer, Philly as secretary, Sarah, Pippa, Nikki and Joanna for all their hard work, I couldn't do it without them.

A special thanks to Ross and Nikki for providing all of our printing for free, this is such a huge support.

Thank you to Hillside for providing our lovely Christmas tree and to all those parents who were able to help out at our many events and those that helped us achieve match funding.

Objectives for 2016/17

- **To improve communications**

We have set up a new Bradfield Parents and Bradfield PTA Facebook pages for parents to relay messages or ask questions etc

- **class representatives**

Class reps have been doing an amazing job of communicating between PTA and parents and I would like to thank them. We are hoping to find new class reps for the current Reception

Achievements:

Christmas Fayre:

Based on feedback from last year's fayre we decided to move it forward and therefore held it in the last week of November to allow for more opportunity for gift shopping. This also gave us the opportunity to hold the carols around the tree at a later opportunity making the whole event less stressful.

With the help of Vicki Louise and Kim Garland we set up a Santa's Grotto in the Library. This proved very popular, booking slots before the day allowed us to buy a gift for each child.

Christmas Cards

Christmas Cards, mugs and T-towels, with help from the teachers we were able to get these sorted and sent back to school for parents to view by mid-October, this meant we had a greater uptake on orders. This has already been organised and is underway for this year.

Shhhhop

Pippa managed to get a team together to reintroduce the Shhhhop. It was held on a separate day to the fayre and during school hours. Pippa sent out a letter to all parents giving them the opportunity to send in money and forms relating to the number of gifts they wanted and if they were male or female. This allowed for a more structured day and easy of initial purchase as we had definitive numbers.

The children then came to the hall where they could choose their gifts and they were then helped to wrap them.

Christmas Tree and decorations

The school Christmas tree was again very kindly sponsored by Hillside.

We were able to continue the tradition of giving the children a wooden Christmas tree decoration which they were able to paint.

We also provided a decoration for every member of staff.

As Hillside kindly donates the tree we have asked that they choose the shape of the decoration, 2016 was a Santa pushing a wheel barrow

The Christmas tree decorations for 2017 have already been ordered and have been produced and out for delivery.

In order to keep costs down this year I have been in touch with the guy that makes them and he has very kindly agreed to do us a simple star with child's or staff name and 2017 on the back.

Last year the cost was £470 this year so far (as we may need new paint) the cost is £238

Mothers Tea:

Another successful event. Gifts sold well and the afternoon is always well received by the parents.

We introduced lots of craft stalls and assigned a stall/2 to each year group.

With the arrival of Ikea we were able to buy a lot of things to decorate like, picture frames, vases, candle holders and plant pots. These all proved very popular and cost effective as we were able to return any unused items.

Library

The PTA mostly Becky, have helped the school to write a bid for new books and equipment, there are a few details to add and then hopefully we can get that sent off.

We were able to acquire a few new books through the library service. Sadly the Schools Library service doesn't exist anymore but we were able to collect some of their stock and base it around upcoming topics.

Silver Smarties

Sarah did a fantastic job of organising this event, every child received a smarties tube of the Easter break to fill with 20p's

This has proved popular with both children and parents. Raising an amazing £380

Mini Marathon

Based on feedback from last year we held the Mini marathon earlier to avoid hot weather.

The infants ran half a mile whilst the juniors ran a mile. They all put in a fantastic effort.

Thank you to all the parents who came along to help and even ran with the kids. We raised an amazing £1,670 this was also an event where we could claim back gift aid.

Summer Fete

Lovely day, we had some nice feedback from parents.

We decided to arrange the fete slightly differently this year. Much like the Mother's Day tea we assigned each year group a stall or 2 providing them with everything they needed on the day.

We set up the stalls in the morning before sports day it's self-had started allowing for a much smoother transition.

We also went round to parents, grandparents and friends selling raffle tickets whilst they were watching the sports day.

Rags to Riches

We continue to use this as a steady form of income. Thank you to Joanna for having done this in the past, thanks now to Sarah for taking over.

Non Uniform days

Easy funds

Disco

It was decided that this year we would hire a professional DJ to make it all less stressful. All the children seemed to have a great time and I know having spoken to some of the parents the DJ has now been used for some local birthday parties

What all this Fundraising has meant to the school and your children

Playground equipment

With the hard work and dedication of previous PTA committees we had the funds in place to secure the purchase of the playground equipment for the juniors. We just had to finalise the details regarding the use of the land.

With an amazing effort from Bea she acquired us the funding for the infant playground. I am pleased to say that both sets of equipment are enjoyed by all classes.

iPads

We have been able to purchase iPads for the school and a trolley for them to be stored in. These are currently kept together as a set to be used by classes but we hope to be able to purchase more in the future.

We have also been able to provide each class teacher with an iPad which is used to help record achievements and make documentation easier.

Interactive White boards

We have been able to provide the school with some much needed up to date SmartScreen's to help improve the learning environment.

Cameras

With help and research from Sarah we were able to provide each class with a new camera and cases, these are for use by both teachers and pupils.

Skipping workshop

Again this was held in school this year at the request of the teaching staff in order to promote a healthier life style within school and to encourage new playground activity.

This was very well received and parents had the opportunity to purchase skipping rope at the end of the day.

Visiting production of Aladdin

Once again the PTA was able to help the school pay for a visit from an on tour Panto Company. All the children had the opportunity to watch the production of Aladdin

Sports team kits

The PTA were able to help Mrs Goodwin out with her request for new team sport kits as they are taking part in more and more events.

Hoodies and leavers books

After last year it was decided that the PTA would contribute £150 to each year 6 class. This is to go towards the cost of their leaver's hoodies.

I think what we have learnt from this year is that we need to contact Michael Hope the providers first and tell them we are contributing £150 so that they can adjust the cost of the hoodies accordingly so we aren't left having to hand out envelopes of cash at the end of term.

Aims for next year

- Continue to raise money for the Ipads
- Continue to improve communication with parents and School
- Try and do more adult fundraiser like the quiz etc.

In Summary we have had a great year and managed to fit a lot in.

All of which could not have been done without the dedication and support of this amazing team and all the parents who give up their time to help at event or even just baking or buying cakes.

It is with great reluctance that I have decided that I need to step down as chair;

I have been chair for the past 2 years and vice chair 2 years prior to that, having been on the committee now for 5 years.

I feel that the time has come for someone else to take on the role and add their energy to the committee.

I will remain an active member of the committee willing to help out at events and here for any help and advice needed.

I feel I am stepping down leaving the PTA in a good position as we have many regular events that are already in place and some have already been organised.

I would very much like to continue with the painting of the Christmas tree decorations as this was one of my first initiatives.