

PTFA AGM & GENERAL MEETING AGENDA



Date : Tues 7 Oct 7:30pm – 8pm ZOOM

COMMITTEE MEMBERS: Chair Vanessa Kelly, Treasurer: Sarah Alexander, Secretary: Liz Peel-Yates, Assistant Secretary: Vicky England, Head Teacher: Pete Smith

REPS: yrR: Yr1: Louise Coopman Yr2: Cathy Hamer, Yr3: Lianne Palmer, Yr 4: Liz Peel-Yates, Yr5: Caroline Robinson yr6: Vicky England,

Debbie Bolam, Adam Lillistone, Ann Bowerman

Apologies: Lucy Stock, Katrine Hodgson, Jen Phillips, Jen Iddon, Sarah McLaren

Welcome and signing of previous AGM minutes	Minutes will be signed by Vanessa, shared on screen by Liz
Chair, Head Teacher and Treasurer reports for 2019/20	All reports were read out attachments of reports are available on request. Please email to Vicky Vanessa: chairs report Pete: head teachers report Sarah: treasurers report No further questions
Appointment of PTFA Trustees	Chair: Liz nominated: first proposer, Vicky seconded Debbie: (Liz appointed) treasurer: Anne nominated: First proposer: Liz, seconded sarah Mc: (Anne Bowerman appointed) Secretary: nominated Debbie: first proposer Vanessa seconded Anne : Debbie appointed Assistant secretary: nominated Vicky first proposer: Vanessa seconded Anne: Vicky England will continue to write the agendas and minutes and circulate.
PTFA Year Group Representatives	As above. Reception: Alice Montgomery (Florence mother)
Thank you to previous post holders	Liz: Many thanks to Vanessa as chair and Sarah as treasurer, thanks for your professional commitment, your care and love for the school is so evident. Thank you once again for your fundraising and an amazing amount for hard work. Vanessa and Sarah thanked all for the presents given (thanks Liz / Pete for organising)
AOB	Liz asked for policy review to be added to next AGM as annual review Date of next meeting : Tuesday 5 October 2020

DATE: Tues 7 Oct 8:00pm – 9pm ZOOM PTFA general meeting

Present COMMITTEE MEMBERS: Chair: Liz Peel Yates, Treasurer: Anne Bowerman, Secretary: Debbie Bolam , Assistant Secretary: Vicky England, Head Teacher: Pete Smith
present REPS: yrR: Alice Montgomery (NP) Yr1: Louise Coopman Yr2: Cathy Hamer, Yr3: Lianne Palmer, Yr 4: Liz Peel-Yates, Yr5: Caroline Robinson yr6: Vicky England,
Present: Debbie Bolam, Adam Lillistone, Ann Bowerman, Sam, Sarah Jane McLaren, Claire,
Apologies: Lucy Stock, Katrine Hodgson, Jen Phillips, Jen Iddon, Sarah McLaren

AGENDA	NOTES
1. Welcome and signing of previous minutes	Liz will sign last minutes and file
2. Previous meeting action points	<p>ACCOUNTS: Thanks to Chris Coopman, who has kindly audited and has given some good tips that Sarah will forward and share with Anne.</p> <p>SENSORY GARDEN: Mr Smith has had no response from newsletter. Claire will take this project on and ring around suppliers.</p> <p>Sarah A has forwarded power point to Liz for filing.</p> <p>FUNDRAISING VE: to run a PTFA raffle an online a society lottery licence from Gambling Authority, or a local authority small lottery licence is required. (Got Ticket requirements must be met and no prizes over £25,000 are allowed! Gambling commission website has more information. There is also a Your School Lottery where 40p from every school £1 ticket sold is returned to schools. £25000 prize plus raffle prize for each school / draw! Rally up.com is a fundraising platform. Diocese may not look favourably upon this level of lottery gambling</p> <p>WELCOME LETTER: Well done for a well written intro letter Vanessa, forgot about child enterprise money, Pete will email participants to see if they want to keep or return money and any profits</p> <p>ONLINE SELLING: Some people have been using market place on class list and money link. Caroline will kindly put uniform onto class list marketplace. Vanessa will email price list. Sam has had a quick look at selling but there are covid issues: dropping off / collecting and money. Sam will investigate further. Caroline will put uniform onto marketplace but asked about how to take the money (school money suggested) Sam to talk to Sheila. Most likely is a change pot £30 in school with correct money added on collection Pete suggested trying it just with uniform at the moment.</p> <p>CONTACTS Liz will send out whatsapp form if people email liz@lizpy.com</p>
3. Treasurer's Update	As above. Donations for books: £130:50
4. Review of Events:	BAGS TO SCHOOL: not discussed but collection was made with a good volume of bags

<p>5. Forthcoming Events</p>	<p>SPONSORED BIKE RIDE: Sam has produced a great flyer and sponsorship form VE suggested we add in walk to make it more accessible to more. Sarah suggested sponsor form needs to be Gift aid compliant. Sarah will assist Anne for this or future events. Reception parents need gift aid forms. There are forms in PTFA folder cupboard Sheila can email out forms to reception parents and current non-gift aid .</p> <p>Film club will be organised by school, as PTFA insurance during covid is uncertain. Snacks will be supported by PTFA. Pete has suggested 2 dates Dates- 6 Nov: Elm and Birch. 4 Dec: Ash and Oak. Pupil parliament will choose films. Anne offered Disney plus for use. Caroline and Debbie will organise snacks for (ks2), Anne and Louise (ks1). : suggest: popcorn, brioche, juice carton, water, fruit, box raisins. Keep receipts and hand to Anne. Vanessa will do popcorn for both. VE to check cupboard for bags. Sarah will look at getting fruit free from Tesco.</p> <p>Bonfire night: Bonfire night will not go ahead but we can reserve for following year at no charge, we need to return form asap Vanessa will apply when form is emailed. Generators can be taken: Liz Peel Yates, event tent: LPY, VE. Licence enquiry to be looked into (LPY) Tesco will take back any unsold products if we buy from them. Mulled wine and hot chocolate to be sold.</p> <p>Christmas: Sarah suggested tapping into roundtable funding as they will still be doing Santa circulation</p> <p>Chris Coopman has suggested running around villages as Santa to raise money. This could end at the pavilion with a school event such as carol singing. It was suggested that this could become a relay style event with more santas, elves and reindeer!! 6 Dec has been reserved. Chris Coopman to lead a separate meeting for all interested (Pete, Adam, Elves and all!)</p> <p>Outdoor carol singing / Live event as zoom event suggested.</p> <p>Halloween can't be endorsed by school, but we could do a Christmas related village trail eg Christmas tree trail where you buy a map and then follow. Liz will investigate.</p> <p>Christmas hampers: each class will be allocated a hamper to collect for, Debbie will produce list, class reps will assist in collections and finding hampers. Raffle tickets can be bought via school money, buyers name = raffle ticket. Pete will ask Sheila about using school money to collect. PTFA will add final wrapping and decoration. Teachers will be invited to produce a hamper too</p> <p>Sarah suggested using street tag: can compete as a school use maps to walk to places and then get tags using phone app. (VE will look into this further and how it supports fundraising)</p> <p>Quiz: not discussed</p>
<p>6. PTA policies</p>	<p>Updates</p> <p>Liz has reviewed. School covid policies to be complied to at any event. VE to add to next year's AGM agenda, to be reviewed annually.</p>

<p>7. AOB</p>	<p>Claire: Maxwells est agent Banbury will pay £200 for every house purchased that references the banner hanging at school. Pete / Claire to look into this further</p> <p>Sarah: tesco offer fruit for free using a link. Pete to investigate Liz / Vicky Sat cupboard</p> <p>Claire: suggested different ways to collect money. Anne discussed the need to reference people and directly identify, school money is the easiest and favoured way to do this. Anne would like to familiarise with school money.</p> <p>Sarah: will update charities commission, Anne will assist. Debbie and Anne to send NIS, DOB, Address.</p>
<p>8. Date of Next Meeting</p>	<p>17 Nov (confirmed).</p>