



The Priory Primary School
Pamber End
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c/o Simone White
Tel. 07599 131417
Registered Charity Number 1096169

The Priory Parents Teachers Association AGM 2nd October 2018

1. ATTENDEES:

| | |
|---------------------|----------------------------|
| Sean Dillow | Co-Chair |
| Simone White | Co-Chair & Secretary |
| Nancy Burghes | Treasurer |
| Suzanne Kelly | Head teacher |
| Maxine Collisson | Business Manager |
| Jon Pender | Chair of Governors |
| David Cripps | Committee Member - Teacher |
| Clare Lissmann | Committee Member - Parent |
| Alison Elmore | Committee Member - Parent |
| Ben Candy | Committee Member - Parent |
| Kirtna Brack | Committee Member - Parent |
| Jenni Saunders | |
| Carla Brown | |
| Kirsty Northcote | |
| Jane Foster | |
| Sarah Osment | |
| Prubie Payne-Sahota | |
| Helen Nagalewski | |
| Andrew Nagalewski | |
| Ben Crane | |
| Anne Crane | |
| Jo Swali | |
| Teri Heathcote | |
| Vanessa Nichols | |
| Julia Reed | |
| Emily Sykes | |
| Natalie Beldom | |
| Cara Rogers | |
| Matt Rogers | |
| Jayde Butler | |
| Louise Marzetti | |
| Amanda McCoy | |
| Catherine Galbraith | |

2. APOLOGIES:

Ali Bowen, Charles Long, Jennifer Mackinder, Lindsey Kerr, Victoria Burden, Jenny Englefield, Caroline Thomas, Danielle Webster, Natalie Rendell, Kimberley Dales, Freya Martin, Victoria Gilchrist, Judith Sullivan, Kirsty McInnes, Jo Miles, Jenni Hobbs.

3. AGREEMENT OF PREVIOUS MINUTES:

The minutes from 16th July 2018 were agreed as accurate by the committee and signed by the chair.

4. MATTERS ARISING FROM PREVIOUS MEETING:

1. **My Apple Juice** – Suzanne advised that five crates of apples went off for juicing and will be collected in time for sale at the Harvest Festival. An order form will be sent out by school. Suzanne advised that no further assistance is required from the PTA for this project.
2. **KS2 reading books** – Nancy advised that £700 is immediately available (and previously agreed) to fund the purchase of additional reading books for KS2. **Action: Teri Heathcote to liaise with KS2 teachers and advise.**
3. **Classlist** – **Action: Ben Candy to send a reminder.**

5. CONFIRMATION OF CLASS REPS:

Class reps confirmed as follows:

Year R – Kirsty Northcote & Prubie Sahota

Year 1 – Ben Candy & Clare Lissmann

Year 2 - Ali Elmore & Jenni Saunders
Year 3 – Jo Miles & Wendy Gill
Year 4 – Catherine Galbraith & Helen Johnson
Year 5 – Simone White & Charlotte Clint
Year 6 – Amanda Wise

Action: Simone to update class rep contacts and forward to new Secretary.

6. CHAIRS REPORT:

The following was read on behalf of Simone and Sean:

Thank you so much for attending the PTA AGM tonight, we really appreciate your support. It is particularly fantastic to see some new faces and have you on board.

As we reflect on the last year, as a PTA, we should be very proud of what we have achieved and made possible for all the children of The Priory. We are extremely proud to be able to support our wonderful school.

We have always been fortunate and grateful to have the support of our Head Teacher, Suzanne Kelly who has attended all our meetings together with our Business Manager, Maxine Collisson – thank you very much!

We started the year by making a change to our Charity Constitution and are really pleased to have become a Parent Teacher Association (rather than just a Parent Association that we were before). Having teachers on board has been beneficial in many ways – we have profited on their experience, knowledge, willingness to help and worked together to strengthen the relationship between school and parents. It has been truly wonderful seeing the parents, children and teachers laughing and running stalls together at our Christmas and Summer events. Thank you so much to all the teaching staff who have been part of the PTA this last year.

The PTA team have worked tirelessly during the past 12 months to put on events that have been fun, sociable and great fundraisers. Together, we have enjoyed Quiz Nights, Christmas Wreath Workshops, a Christmas Fair, an Easter Hunt, a Summer Fair and a very sociable and profitable weekly Outdoor Pop-Up Café during the sunnier months. We've also sold advertising space, 'pop-up' shop space, ice-creams, photographs, uniform (both new and second-hand), exchanged second-hand clothing for cash, ran a school lottery, set the children a Sponsored Spell challenge and set up a few commission-based schemes with local businesses.

These fundraisers have enabled us to raise just over an incredible £15,000 for the school last year - every single child at The Priory will benefit from this. That's no mean feat and we think it deserves a word of thanks to the PTA members and their helpers – so, THANK YOU! This money has enabled us to fund much fun for the children, such as exciting school trips, an in-house Christmas Panto, African Drumming Workshops, Skipping workshops, Farm Animal Visits, Coding Workshops, Children's Entertainers, Concerts and National Trust Membership. We've also been able to pay for a new reading scheme, contributed towards a new stage and supported the new Garden Project to name a few.

For us, this is the last time we will chair the PTA meetings. We have also indicated that we will be stepping down from the PTA committee too. We want to thank the team for trusting in us and to the school for the supportive manner in which they have engaged with us and the PTA. We are certain that we will still be involved with PTA activities and look forward to supporting the PTA in new ways.

We would like to formally express our heartfelt thanks to our brilliant PTA team, to Mrs Kelly, all the teachers and staff of The Priory School and anyone who has given up their precious time - and money (!) - to make this a successful and enjoyable year – it takes a great team to achieve what we have this year and we could not have done it without you all.

We are certain that you are here tonight because you want this school to be a great place for your children and so we appeal to you to involve yourselves and help out in any way you can – whether it be at committee level, or on a more practical event by event basis. There is room at both ends of this spectrum of involvement – it just requires you to take your place and it is actually a lot of fun and very rewarding!

THANK YOU.

7. TREASURERS REPORT:

Nancy presented the Treasurers Report. **For full report see attached – Priory School PTA Treasurer Report_Oct18.doc**

Key points (as at 01/10/18)

1. **£15,773.22** = PTA funds available for school spending (in addition, there is a £1,500 reserve)
2. £14,690 = Net profit from fundraising events
3. £8,279.69 = Total donations made to school during the academic year 2017/2018
4. £20,579.26 = PTA Bank Account balance
5. £23,622.26 = Total income for the academic year 2017/2018
6. £18,217.96 = Total expenditure for the academic year 2017/2018
7. £127.89 = Total raised through commission based schemes (Stickerscape and Giving Machine)

Nancy was delighted to report the £15,773.22 funds available to school at the start of this academic year (2018/2019) and expressed what a brilliant place to be in.

Independent audit of accounts - It was unanimously agreed that there is no requirement for an independent audit.

Commission based schemes - £127.89 was raised via stickers purchased from Stickerscape and purchases via Giving Machine. These should be promoted and encouraged together with others, such as Amazon Smile. **Action: PTA committee to discuss.**

Change of bank signatories – Current bank signatories are Nancy Burghes and Simone White, with two signatories always required. It was agreed for Simone to be removed as signatory and Andrew Nagalewski (Chair) and Cara Rogers (Secretary) to be added. **Action: Nancy to arrange.**

Charity Commission data gathering – **Action: Nancy to gather committee member details and update with the Charity Commission.**

PTA Charity Name – The committee voted unanimously that the PTA charity name should be The Priory School PTA, in accordance with the amendment to our constitution as per minutes from 14th September 2017. This should be the name that appears on any PTA accounts, etc. For example: The Constitution, bank account, Parentkind Membership, Charity Commission data, etc. **Action: Nancy to arrange.**

8. EVENT DATES 2018/2019 (confirmed with school):

The following dates have been agreed with school and are in the school calendar. **Action: New committee to liaise with school if any changes are required.**

1. 1st December 2018 (Saturday) – Christmas Fair
2. w/c 25th February 2019 – Sponsored Spell (spellings, sponsor forms, etc to go out week before h/t)
3. 30th March 2019 (Saturday) – Easer Eggstravaganza
4. 21-23rd June – Priory Big Weekend (Saturday 22nd June Summer Fair)

9. RESIGNATION OF ‘OFFICERS & COMMITTEE MEMBERS:

E-mailed resignations from Ordinary Committee Members have been received, in advance of the meeting, from Charles Long, Amanda McCoy, Carla Brown, Catherine Galbraith, Debra Adams, Jane Connell, Jennifer Mackinder, Joanne Swali, Lindsey Kerr, Louise Mouzouris-Marzetti, Victoria Burden and Sarah Osment.

In accordance with our Constitution, the current Co-Chairs (Sean Dillow & Simone White), Secretary (Simone White) and Treasurer (Nancy Burghes), stood down as Officers of the Priory PTA. All current Ordinary Committee Members/Trustees also stood down.

10. ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE:

The following parents and teachers were nominated as Ordinary Committee Members/Trustees:-

Ben Candy - Nominated by Simone White, Seconded by Nancy Burghes
Kirtna Brack - Nominated by Simone White, Seconded by Nancy Burghes
Alison Elmore - Nominated by Simone White, Seconded by Nancy Burghes
Clare Lissmann – Nominated by Simone White, Seconded by Nancy Burghes
David Cripps – Nominated by Simone White, Seconded by Nancy Burghes
Ali Bowen - Nominated by Simone White, Seconded by Nancy Burgher (proxy vote)
Helen Nagalaweski – Nominated by Simone White, Seconded by Nancy Burghes
Teri Heathcote – Nominated by Simone White, Seconded by Nancy Burghes
Jane Foster – Nominated by Simone White, Seconded by Nancy Burghes
Fiona Holroyde – Nominated by Alison Elmore, Seconded by Simone White

The following parents were nominated as the Officers:

Chair: Nominated as Andrew Nagalewski by Simone White, Seconded by Nancy Burghes.
Treasurer: Nominated as Nancy Burghes by Simone White, Seconded by Sean Dillow.
Secretary: Nominated as Cara Rogers, Seconded by Nancy Burghes.

The Committee will comprise of 3 Officers plus 10 Ordinary Committee Members/Trustees for the year ending August 2019.

Everyone looks forward to supporting the Officers and Committee Members in their roles.

Action: All committee members to see Nancy for information required for the Charity Commission

Action: Cara to update the Parentkind Committee information

11. A.O.B.:

1. **Christmas Cards** – Kirsty Northcote asked if the children at school could design their own Christmas Cards, for parents to then purchase (as previously done at school). Kirsty showed an example. Suzanne Kelly agreed and for this to be done as half term homework. **Action: Kirsty to liaise with Suzanne.**
2. **Second-hand Uniform** – Clare Lissmann advised that she could no longer continue organising this. Emily Sykes offered to take this on, including the storage of it, with the continued assistance of Ali Emore. **Action: Clare to hand over to Emily/Ali.**

3. **Container/PTA Shed Swap** – Maxine advised that this is no longer possible as school now require an airtight storage unit. Maxine confirmed it was ok to store the PTA marquees in the school container.
4. **Bag2School/Empties Please** – Simone offered to continue organising the Bag2school collections and to kick-start the Empties Please recycling project. The committee took her up on the offer.
5. **Marquee Hire** – It was previously agreed that Amanda Wise could borrow the new 5x10 metre marquee and she offered a very kind £100 donation to the PTA. **Action: Committee to consider hiring the marquees as a fundraiser.**
6. Jo Swali thanked Simone, Sean & Jenni Saunders for their hard work and enthusiasm to the PTA.
7. For discussion/action at the next PTA meeting:
 - a. School Uniform - Ali Bowen has advised for this to be her final academic year of organising the (new) school uniform. **Action: Committee to find a replacement for September 2019.**
 - b. Secret Santa Present Factory – Simone & Jenni Saunders offered to organise this at the Christmas Fair if it was wanted. **Action: Committee to advise.**
 - c. Year 6 Stall at Christmas Fair – Jayde Butler asked if it was possible for the Year 6's to host their own stall at the Christmas Fair to raise funds for their Leavers Party. This would be in addition to the usual help they offer as Elves, running a stall, etc. if required. **Action: Committee to advise.**
 - d. Marquee – Jayde Butler asked if the marquees could be kept up and used at the Year 6 Leavers Party at the end of the school year. They would then take them down and pack them away. **Action: Committee to advise.**
8. Andy Nagalewski asked if a school wish list could be provided for the next meeting. **Action: Maxine to provide.**
9. Jon Pender, Chair of Governors, thanked the 2017/18 committee for their dedicated voluntary commitment in raising so much for the school and for the healthy bank balance they are passing on to the new committee.

12. Next Meeting: Christmas Fair Planning Meeting. Tuesday 16th October.
8pm. Venue: School Hall.