

## **St John's PTA – Minutes of the Annual General Meeting Mon 28<sup>th</sup> Sept 2015, 8pm, ICT Suite**

### **Attendees**

Betsie Dixon (Chair), Maria Stewart (Secretary), Anna Acda (Treasurer), Anna Tappenden (Vice Chair), Faye Daley, Charlotte Simpson, Sam Wightman, Becky Green, Sue Roberts, Ellen Watson (Teacher), Melanie Walker (Acting Head Teacher)

### **Apologies**

Lauren Stout, Laraine Wright, Liz Donlon

#### **1. Welcome and Introduction**

Everyone introduced themselves.

#### **2. Approve minutes of last meeting - Approved**

#### **3. Chairperson's Report**

See attached. Additionally – with the PTA money donated to the school towards IT Mrs Walker has purchased a station to store and charge the school iPads (in addition to the new laptops which were purchased using match funding from the Diocese).

#### **4. Treasurer's Report**

See attached. Additionally:

- We discussed how we all need to get into the routine of using [www.thegivingmachine.com](http://www.thegivingmachine.com) or [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) when making purchases online. Perhaps we could send a homecontact email to remind parents of the scheme, emphasising how much money has already been made through these schemes.
- Only £40 was earned from the Bag2school clothes collection scheme and there have been problems with cheques always having to be chased up. A permanent clothes bin had been suggested for the school yard, but there is not really space with the new front of school layout. It was suggested that clothes and shoes could be donated to the refugee appeal at St Oswalds.
- We will need to decide to which charities to donate the coffee and cakes proceeds from celebration assemblies. Suggestions included: Childrens' charities, Christian Charities, Local Charities, Refugees Charities and Charities that link to topics covered in lessons.

#### **5. Election of Officers**

The current committee were re-elected:

Chairperson	Betsie Dixon
Treasurer	Anna Acda
Secretary	Maria Stewart

Anna Tappenden agreed to continue in her role as Vice Chair – dealing with the publicity side and organising and helping out at events.

Charlotte Simpson and Becky Green have kindly offered to help Maria, with a view to possibly taking on a committee or joint committee role next year.

Faye will continue to run gardening club.

## 6. Fundraising targets for 2014/15

- £100 to each of the 3 classes
- £150 towards the school prize pot
- Continue to help towards the cost of school trips
- Contribute towards the cost of Christmas lunch (around £100)
- Pay to repair damage to or replace the broken play equipment in the main playground. This may be costly because the repairs will damage the special surface. (Once fixed, limit the number of children allowed on at a time.)

## 7. Forthcoming events

- i. **Toy Sale 10/10/15**  
Only 10 tables have been booked to date. Betsie to place an ad in the Macc Express. Posters are going up around Bollington. Everyone to share the poster and invite friends to the facebook event.
- ii. **Film Night Fri 20<sup>th</sup> November**  
A Christmas Film
- iii. **Wreath Making Workshop tbc**  
Anna T to organise with Sue Wainwright
- iv. **Christmas Fair Sat 5<sup>th</sup> December 2015**
  - Christmas Tree – sadly the man who has donated the Christmas tree in the past has now gone blind and has had to close his business. We are therefore in need of a new tree supplier. Sam Wightman can investigate where her school gets their tree. Anna A has a contact at B&Q. Betsie to ask Frances Arnott, who works at Macc forest.
  - Santa – Anna T has a contact, or Becky could ask her Dad.
  - In the past 3 years the PTA has been very lucky to have had iPads donated to the Christmas Fair raffle. This year we are again asking parents if they know of any businesses who would be willing to donate a big prize to the raffle.
  - Betsie is happy to organise the Christmas fair this year, with some help from Sam.
  - Anna A is happy to run the tombola again.
  - Tombola prizes non-uniform day **Friday 20<sup>th</sup> November**
- v. **Christmas Party tbc**  
Mrs Walker is planning a Christmas Party for all the children during school time and would appreciate PTA involvement. All parents would be asked to contribute towards the food.
- vi. **March Toy Sale 12/3/16**  
Usually the March toy sale is less successful than the October one. It was suggested that we could instead run a car boot sale or even a completely different event in March.
- vii. **PTA Social 29/6/16**
- viii. **Other suggestions for possible events:**
  - **Spring/summer fair**
  - **Beetle Drive**
  - **A tea/coffee morning for parents at 9am** (to encourage more parents to get involved with the PTA)

## **8. A.O.B.**

- Faye has some ideas for gardening club. She is going to investigate building a wildlife pond. She would like to plant a small tree in the little space next to car park near the entrance – Mrs Walker was happy with this. It would be a small tree so as not to affect visibility when the bus is manoeuvred.
- Anna T to ask Vicky if St John's could be the charity supported by one of the quiz nights at the Poachers Inn.
- Mrs Walker drew attention to the Ofsted parent view webpage <https://parentview.ofsted.gov.uk/> where parents can give their opinions on their child's school. There are very few recent responses for St Johns on this website, so it would be useful if more parents could complete this survey to provide an up-to-date representative sample.
- Mrs Walker is seeking a volunteer or volunteers to man the school office for an hour over lunchtime – taking phone messages and opening the door. Betsie expressed an interest in doing this on some days. If anyone else is interested then please get in touch with Mrs Walker.

## **9. Next Meeting – Wed 4<sup>th</sup> Nov 2:45pm at school**

To plan the Christmas Fair.

### Chairperson's report Sept 2014-Sept 2015

We have started an exciting new chapter in our school this term with Mrs Walker as our new head teacher. Be prepared for things to be different, but different in a good way. It's been a reasonably quiet year compared to the year before, but we still managed to pack in all of our usual events and a new one, which helped us along the way.

We've had our usual two Toy sales this year, first of which was in October 2014, making it the first event for the new school year with another in March 2015. In between that we had the Christmas fair which Samantha Wightman kindly took the lead on and managed some lovely games and tables for the kids to enjoy. We raised over a £1000 pounds which always makes this our biggest event for the year.

The PTA contributed to the school Christmas trip to Chester by paying for the bus, this made the cost to parents considerably less and we will continue to do so in the future. We also donated money towards the Federation Christmas Dinner held here at St Johns with both schools getting together for the event. As always we have given our class teachers their yearly cheque before Christmas to spend in their classes as they deem fit.

In April we arranged an Easter Egg hunt on our school yard which involved all our kids as well as some from Pott Shrigley who were on site on the day. We had a lovely afternoon in the garden hiding and looking for eggs with the kids and staff. Around the same time Mrs Stout arranged for a week of health and wellbeing workshops to be presented across the two schools to which the PTA contributed £2 per St John's child for costs incurred to make it happen. I believe we all had bottles and jars of stuff arriving at home as a result of a very hands-on event!

Our film nights continued to be a great success although we only managed two this past year if memory serves me right (it doesn't – only one this year Betsie!). We find it increasingly harder to staff these events as weekends are precious to all, and so many of our parents are in full time work, but we will continue with these when we can and perhaps see if we can involve a member of staff as well in the future.

The year end disco in July was as usual a highlight for the children and albeit hard work for the adults, the sheer joy and anticipation for this event amongst the kids makes it worthwhile. The addition of our "young DJs" over the past two years certainly contributed to the success of this event. I am however concerned about getting permission slips from parents across both schools back before the event. This is not only to help us plan for enough food and drink for all, but also to make our safeguarding of the children more effective in having all the information we need at hand with a parent signature to it in case of an emergency and should an issue arise

from it. Having the proper paperwork in place will prove vital in such a case and I would like both schools to stress this on all parents for any of our events which involve permission slips in the future.

Our other raging success this year is of course our beautiful garden outside the school! Faye and her dedicated team of adult helpers and mini gardeners have managed to build a beautiful area where our kids have the opportunity to get down and dirty with the veg and flowers. We believe that we deliver a fantastic club to enhance the after school clubs presented by the schools. We involve up to 17 children at a time in this club and would love to have an extra pair of hands if anyone has 45 minutes on a Monday afternoon to spare. Our beautiful year in gardening culminated in winning a lovely prize of £150 from Fothergill's seeds for the lovely sweet peas at the end of the summer term. Thank you Maria for taking the trouble to post fresh flowers to enter the competition! The winter season in the garden is a bit quieter with lots of cleaning up and prep for the Spring, but we have apples to look forward to and vital work to be done for the Christmas Fair. I'm sure Faye has plans!

I also want to thank everyone who has helped me or contributed to the number of celebration assemblies through the year by baking, making drinks, cleaning up etc. when the PTA supplied the refreshments. Maria comes to mind as she is always there to help, but there are many of you have helped in various ways. We are looking forward to assigning two new charities to which we will send money raised on two of these occasions during this year.

And finally, we have handed over the cheque to school, contributing to the new IT as purchased recently by Mrs Walker, match funded by the Diocese. We are all looking forward to hear from our kids how exciting the new tech is!

Last but not least I would like to thank the committee, Maria not only for always being on the ball with emails and contact with school and parents as our secretary, but for lots of other jobs she just gets on with, and also for helping Michelle Bridge with the 200 Club. Thank you Anna Acda for always being at the ready with cheque book in hand getting our money matters in order and Anna Tappenden who always helps at our events and for doing vital publicity for the PTA through the year. The PTA cannot operate without the commitment of everyone here and the support of the school and staff. And with that I wish all a happy fundraising year.

Betsie Dixon  
PTA Chair

# St. Johns PTA Finances 1<sup>st</sup> September 2014 – 28th September 2015

<u>EVENT</u>	<u>PROFIT</u>
• 2 <sup>nd</sup> Hand Uniform Sale (and Easter egg hunt)	£67.88
• October Toy Sale	£404.41
• Christmas Fair	£1222.14
• Donation from 200 club 1 <sup>st</sup> prize	£100.00
• The Giving Machine online shopping	£185.27
• January Film Night	£97.30
• Celebration assembly (6/2/15)	£57.81
• Spring Toy Sale	£283.00
• Bags 2 School	£40.00
• School Disco	£180.41
• Easy fundraising Online shopping	£67.72
<b>Total Profits made    £2705.94</b>	

<u>EVENT</u>	<u>EXPENSE</u>
• Toy Sale Advertising (OCT)	£30.00
• Funds to each Class (£150 per class)	£450.00
• Payment for coach to Chester Cathedral	£272.00
• Donation to School Christmas Lunch	£100.00
• Christmas tree Disposal – Cheshire East Hospice	£10.00
• Hot Water Urn	£59.99
• MPLC License	£80.34
• School Cloakroom Hooks    (cost £127.36)	
(Pott Shrigley PTA donation £42.50)	£84.86
• PTA UK Direct Debit	£60.00
• BB signs for toy sale banner	£54.00
• Classroom window blinds	£133.33
• Wellbeing week	£140.00
• PTA social, new parents welcome drinks	£31.80
• Hoodies for year 6 leavers (Inc. Mr Hodgkinson)	£53.00
• Donation to school for Laptops	£1500.00

**Total Expenses £2944.46**

(\*advertising not Inc. in total expenses as deducted in toy sale profit)

## ***Charity Donations:-***

- Macmillan Coffee Assembly £63.00
- Children in Need £58.33

## ***Gardening Club*** (£150 allowance from PTA funds)

- Payment refunds £78.92
- Profit from Christmas Fair (Inc. in fair total) £34.30
- 2<sup>nd</sup> Prize for Sweet Pea competition £150.00

**Overall Profit made £105.38**

## ***Balance on Accounts:-***

- Current Account as of 18<sup>th</sup> September 2015: £2675.27
  - Business Reserve Account as of 18<sup>th</sup> September 2015: £572.42
  - Petty Cash £15.00
- (Interest on business account £0.28)**

**Total Cleared Capital: £3262.69 (18/09/2015)**

## ***Outstanding Payments/expenses***

Payment to school for Laptops £1350 – sweet pea prize paid directly to school therefore deducted from laptop donation. This leaves approximately £1325.28 credit on current account to commence this new financial school year.

# **200 Club**

## **Membership**

Membership currently stands at 86. This is down from 97 last year because, although several of the new St John's parents have joined, we have discontinued 4 PTA tickets and also lost a number of members, some of these as their children have left the school.

<b>Opening Balance (14 Aug 2014):</b>	<b>£1,416.13</b>
87 membership payments of £13:	£1131.00
Small Society Lottery Registration fee:	(£20)
Prize money 4 x (£100+£50+£25+£10)	(£740)
Prize money cheque not banked	£10
<b>Closing Balance (14 Aug 2015):</b>	<b>£1,797.13</b>
<b>(Increase = £381)</b>	

## Treasurer's Report

We have had another successful year fundraising money for our school. We have stuck to our usual events this year to keep the money raising going!

Both our toy sales were a success, as usual the autumn sale remains the more popular so if you need to have a clear out before Christmas arrives see Betsie ASAP to ensure you get a table for the 10<sup>th</sup> October this year.

Our Christmas Fair was another great success, Sam Wightman took on the task of lead organiser for the event and for those who were there must all agree it was a great success tipping over the previous year's profits. Let's hope we can keep on the upward trend for this year.

Our other fundraisers such as films nights, although just the one this year! Our celebration assemblies and our Easter egg hunt have added bonus' to our bigger fundraisers and also selling on 2<sup>nd</sup> hand uniform has shown a great profit so if you have any uniform which has been grown out of, donate it to our PTA to help raise more funds.

On line shopping donations are a great way of adding money to the PTA so before you buy on line, add the giving machine and/or easy fundraising to your computer and it will donate a percentage of what you have spent to the PTA without costing you a penny!! I'm sure these will be in use on the run up to Christmas! The bags 2 schools have not been quite as successful as the price per KG have been reduced. We are currently looking at other ways to improve this profit.

[www.thegivingmachine.com](http://www.thegivingmachine.com)

[www.easyfundraising.org.uk](http://www.easyfundraising.org.uk)

All our events rely heavily on parents and teachers giving up some of their own free time to help the events run safely and smoothly. It also brings out peoples baking skills donating cakes and biscuits to sell and enjoy with a tea or coffee so the committee would like to say a big thank you to all who have given whatever time they have to help us run these events.

As you can see from the spending, all the money we raise goes straight back into the school for the children. We have given the usual donations towards the class teachers to use towards projects they have for the class throughout the year. Money for the coach to take the children on their Christmas trip to the theatre, this also keeps the cost down for parents! This year we have been able to replace old coat hooks in the cloak room as they really had seen better days. We had blinds put up in class 2 and class 3 to make the environment more comfortable for the children to work in on those Sunny Days! However our big donation which has just gone out but agreed towards the end of last term was toward new laptops for the children which have now been delivered. This gives us one device for two children in the school so a real benefit for their education and we can now clear those old dusty desktops away and make a much more useable space.

If anyone has any fundraising ideas or would like to run an event we would be truly grateful so please come along to the meetings, get involved no matter how much or little time you can give.

Many thanks to all

Anna Acda PTA treasurer.