



# Frieth CEC School PTA Annual General Meeting Minutes

**1<sup>st</sup> May 2019**

<b>Present:</b>	Juliette Cheung (JC) – PTA Chair	Bertie Bayliss (BB) – PTA Chair
Leah Cubbage (LC) – Treasurer	Mrs Reid (Head Teacher)	Evie Cubbage
Gemma Gillies	Sarah Hunt	Ruth Piercy

<b>Apologies received</b>	Richard Piercy	Stefanie Pusey
Lisa Martin	Karina Ashcroft	Sophie Maxwell
Sophie Charlesworth	Heddi Oldham	Sarah Tedder
Jennifer Sharp	Jessica Coombs	

Agenda Items		Actions
1	<b>Welcome and apologies</b>  BB read apologies and welcomed and thanked the attendees.	
2	<b>Previous AGM Minutes</b>  These are located on the PTA pages of the School Website and are agreed to be taken as a true account.	
3	<b>Chairperson Report</b>  BB read the Chairperson's report, see attached in Appendix A.	
4.	<b>Treasurer's Report</b>  LC presented the Financial Year 18/19 Accounts. Copy attached in Appendix B.  She noted that the bank balance of £6153.30 was the lowest it had been in many years to start the new financial year. Over the past year the PTA have spent £18,932.14 on the school - £7900 for playground equipment, £4940 on the hall refurbishment and £5855 on curriculum enhancement. This includes subscriptions for Education City and Mathletics.	

Agenda Items	Actions
<p>5      <b>New Committee</b></p> <p>All members of the current committee must step down and be re-elected if they wanted to continue. Juliette Cheung has been a wonderful asset to the committee as Co-Chair but she did not wish to be re-elected for the year ahead. She will, however, remain a very active member of the PTA.</p> <p><b>Voting</b></p> <p>CHAIR</p> <p>Co-Chair : Bertie Bayliss Nominated by Gemma Gillies and Seconded by Juliette Cheung  Co-Chair : Richard Piercey (voted in his absence but with his agreement) Nominated by Juliette Cheung and Seconded by Gemma Gillies</p> <p>Secretary : Lisa Martin (voted in her absence but with her agreement) Nominated by Leah Cabbage and Seconded by Sarah Hunt  Treasurer : Leah Cabbage Nominated by Juliette Cheung and Seconded by Bertie Bayliss</p> <p>To identify each separate job role Mrs Reid recommended that the Co-Chairs spend some time with her to write job descriptions. This would spread the work load out and allocate the responsibilities of the committee.</p> <p>The Co-chairs will agree an annual plan and allocate jobs accordingly. By working with job descriptions there will be more definition of who is to do what. It was noted that promotion and the school newsletter was being neglected.</p> <p>END OF AGM</p>	
<p>6      <b>Review of Events</b></p> <p><b>Film Night</b> - Friday 17th May. Bertie Bayliss to send letters, sort a rota and organise food. The price will be £5 per film. The films will be open to all ages plus siblings. Younger siblings must have a parent to accompany them. The films will be Ferdinand and Incredibles 2. Food will be hot dog (veg option) and sweets. No popcorn this year as it creates a lot of mess and requires a lot of vacuuming after the event.</p> <p><b>Sports Day</b> - Similar carousel system as last year. Siblings will be put in same group after last year's feedback. Refreshments were discussed but decided to sell lollies at the end. Children will be advised to bring in money if parents are unable to attend.</p> <p><b>Summer Queen</b> – Sarah Tedder to step down after 6 years of organising the PTA part. Sarah to be asked for her records of how it is run and what provisions are bought etc.</p> <p><b>Cycle Race</b> – The PTA and Mrs Reid were informed at the meeting that the race would not go ahead this year. More meetings and a longer promotion time was needed to make it the huge success that it could be. Was decided that next year it would not clash with Summer Queen as logistically it was causing difficulties having both on the same day. It was also noted that some parents would not join the cycle race as they would not want to miss Summer Queen.</p> <p><b>Christmas Fayre</b> – 30th November. Lisa Martin has booked the village hall. A separate committee needs to be set up to run the fayre. PAT testing needs to be done on all electrical equipment before the day.</p>	

Agenda Items		Actions
	<p><b>Frieth School Marathon</b> – Will be run on the afternoon of Friday 19th July. Leah Cabbage to sort sponsor forms and medals for the children. The PTA would also organise a cake sale this afternoon to run alongside the marathon.</p> <p><b>Disco</b> – next Disco will be 7th June. Bertie to confirm with Jess Richards.</p>	
7	<p><b>Any Other Business</b></p> <p>None.</p>	

Next Meeting : Thursday 13<sup>th</sup> June 7:30

## Events for 2019

### May

17 <sup>th</sup> May	Film Night	Bertie Bayliss	Timings as per letter
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### June

28th June	Sports Day	Mrs Reid	9:30am
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### July

12th July	Summer Queen	TBC	Time TBC
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20 <sup>th</sup> July	Kites – Camp Night	Charlotte Crowther	Time TBC
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### September

Date TBC	Owls – Parents/Family Social For new starters in Sept 19.	TBC	TBC
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### October

29 <sup>th</sup> Oct	Frieth Hilly	Will Richards	TBC
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### November

30 <sup>th</sup> Nov	Christmas Fair	PTA	Timings TBC
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### December

TBC	Christmas Ball	Volunteers Needed	TBC
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### Events TBC

### Kestrels – Pamper Night

# Appendix A

## Frieth CEC School PTA AGM Co-Chair Letter

1 May 2019

Dear Parents,

It is our pleasure to write to you as the co-chairs of the PTA to inform you of the work that has been done this year to help support the day to day teaching and enhancing of the school curriculum for all students at Frieth CEC School.

This year has seen 3 new Co-Chairs helping to run the PTA and I think we will admit to this having been a learning experience for all of us, there is always a balance to strike between the aspirational events and those events which will deliver a steady boost to funds. We also remain conscious that the PTA should also aim to have a social element to continue to ensure parents also enjoy events that the PTA host and get to know other parents across the school.

This year we can report that there have been 9 events run in the year which have raised over £15,000 for the school. The fund raising was led by the annual Frieth Hilly which as always delivers the bulk of fund raising, it was once again superbly run. We would like to thank all those involved in the organisation, all those who came out to support the event and also finally to thank all the runners, willing or coerced.

This year's Christmas Fayre required some late planning changes due to a wedding being held on the same day at the church next door but it was still a fantastic success and has provided an understanding of where improvements could be made over the next few years. Each class has also taken their turn in organising at least one event in the year and we have been very grateful for all the effort that has gone in to each of them, without them the funds raised would be a lot less. They have all added to the fund raising effort and a number of these events have exceeded expectations and we would like to thank class reps and parents involved for their efforts.

As Co-Chairs we would like to inform you of how money has been distributed this year: the PTA has approved almost £19,000 worth of spending, the key spend has been on the new and improved playground facilities, replacing the condemned equipment. The school hall has also been refurbished and I hope you have had or will have an opportunity to see the improvements made. The PTA has also

funded opportunities that improve and diversify the children's learning, this includes coaches for school trips, online teacher aids and even robots to help with computer programming classes.

The PTA will only be successful if the parents of the schoolwork hard to achieve, organise and deliver events which people want to attend, want to bring their friends to and are of sufficient quality that people are willing to pay for. Looking forward to the coming year it is the aspiration of the PTA to add at least one more significant fund raising event to the calendar, this has been the subject of a number of conversations at PTA meetings and we can report that we have an aspiration to have a Party/Ball this year and then for Summer 2020 a Frieth to Paris sponsored cycling event. It is clear that some events take more planning than was initially envisaged and this remains part of the challenge going forwards. The PTA is here to enhance the learning experience for all children at the school and it would be great if all parents were able to give even a small amount of time to help organise or run events.

This year has been a fruitful one for the PTA and we have been able to deliver on the purpose of the PTA, to encourage closer links between home and school, and to raise funds to help support the school; its aim for the next year is to improve on this and increase participation and subsequently the fund raising.

## Appendix B

FY18/19				
Income			Expenses	
Heading	Amount (Net)		Heading	Amount (Net)
Frieth Hilly 18	7,799.28		Trip Donation	-149.00
Christmas Fayre	3,035.60		Miscellaneous	-236.44
Pamper Night	698.20		Twinkl	-409.98
Camping Night	605.85		Coach Hire	-580.00
Cycling event	600.00		Mathletics	-680.40
Disco	579.08		Misc Curriculum Enhancements	-849.20
Wreath Making	571.96		Software	-1,400.00
Family Social	561.20		Education City	-1,786.50
Summer Queen	531.27		Hall Refurb	-4,940.62
Christmas Cards	356.65		Playground	-7,900.00
Easy fundraising	87.74			
Total	15426.83		Total	18932.14
End Balance March	6,153.30			