

EDWARD PEAKE MIDDLE SCHOOL PTA

Minutes of AGM held on 21st September 2017 at 7:00pm

In attendance:

Officers:

Marisa Howard - Chairman
 Miranda Dixon – Vice Chairman/School Liaison
 Chris Wells – Treasurer
 Caroline Sivers - Secretary

Committee Members:

Sarah Thompson
 Caron White
 Karen Sutherland
 Claire Thompson
 Carly Mowbray

Apologies:

Heather Anderson – Helper
 Kelly Burwitz – Helper
 Jo Matthews - Helper
 Charlie Mussino – Committee Member
 Vicky Brooks – Committee Member

	AGENDA	ACTION
1.	<p><u>Apologies for absence:</u> Thanks given to those attended.</p>	
2.	<p><u>Chairman’s Report</u> The Chairman reported another great year of fundraising, whilst appreciating that everyone leads busy lives and continuing with our ethos of working smarter not harder.</p> <p>Over the past year we have seen the introduction of the school lottery - managed fully online by an independent company that has the potential of raising a substantial amount of money with minimal effort from our members. Likewise, with the clothing bin, which is one of the busiest in the area.</p> <p>The school discos continued to be popular and the new Headteacher allowed us to re-introduce the Easter discos.</p> <p>A Wacky Race Night was held in May. This was a new, family event which was hugely successful.</p> <p>In the summer term the PTA supported the school, once again, by serving refreshments at the school production, the summer concert and the “One Step Closer” afternoons.</p> <p>The finale of the PTA and school year was the Yr8 Leavers’ party which was a enjoyed by all who attended.</p> <p>The PTA continue to sponsor the school minibus at £1000 per year. Pledges are also in place for a carving of the school crest for the foyer, an outside water fountain and additional playground equipment.</p>	
3.	<p><u>End of year accounts 2016/2017</u> A copy of the end of year accounts was tabled by the treasurer.</p> <p>Closing balance of PTA account is a very healthy £3251.58</p> <ul style="list-style-type: none"> • No payment received from Clothing Bin suppliers. MH to chase. • No payment received from Mantles. MH to chase. <p>It was explained that there may yet be a couple of alterations needed but that these would not significantly change the bank figure.</p>	<p>MH MH</p>

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4.	<p><u>Election of officer's</u></p> <p>Marisa Howard elected as Chairman. Nominated by MD and seconded by ST Miranda Dixon elected as Vice Chairman. Nominated by MH and seconded by KS Chris Wells elected as Treasurer. Nominated by KS and seconded by MD Caroline Sivers elected as Secretary. Nominated by MH and seconded by MD</p> <p>Committee members, were elected as follows: Sarah Thompson Karen Sutherland Caron White Claire Thompson Carly Mowbray</p>	
The AGM was closed at 7.45pm and the first meeting of the new committee was convened.		
1.	<p><u>Upcoming events</u></p> <p>30.09.17 : PTA market stall 0800-1000 Caroline, Claire, Marisa 1000-1200 Marisa & Nikki Campbell</p> <ul style="list-style-type: none"> • CW to provide 2 floats for Tombola & Raffle • MD to print & laminate posters for school lottery & raffle to advertise on stall & print A5 fliers promoting school lottery <p>15.11.17: Prospective Parents Evening</p> <ul style="list-style-type: none"> • Volunteers required to man a "stall" promoting the work of the PTA – selling raffle tickets and encouraging lottery take-up. <p>24.11.17 : Grand Draw Raffle – 3000 tickets ordered. Sales will commence at the Market Stall and the draw will take place at the switching on of the lights in Biggleswade Market Square on the evening of 24th November 2017</p> <ul style="list-style-type: none"> • CW to confirm timings • Volunteers needed to sell remainder of raffle tickets <p>01.12.17 : Wacky Race Night</p> <ul style="list-style-type: none"> • Mr Coverdale (teacher) kindly arranges the video races • volunteers will be sought to assist with food prep, setting up for the evening etc <p>13.12.17 : KS2 and KS3 Christmas Disco</p> <ul style="list-style-type: none"> • MD to purchase necessary tuck from Bookers • Volunteers will be sought to assist – KS2 1700-1830 (Yrs5 &6) KS3 1900-2030 (Yrs7 &8) <p>Feb 2018 : Quiz night : date to be confirmed</p> <ul style="list-style-type: none"> • Miranda - to confirm quiz master availability <p>19.03.18: Easter Disco</p> <ul style="list-style-type: none"> • Volunteers sought – timings as per Christmas disco <p>April 2018 : PTA Market stall</p> <ul style="list-style-type: none"> • Chris - to kindly confirm date when possible • volunteers will be sought as per September 17 stall <p>May 2018: Family Bingo Night</p>	<p>CW MD</p> <p>ALL</p> <p>CW ALL</p> <p>MD ALL</p> <p>MD</p> <p>ALL</p> <p>CW ALL</p>

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	<ul style="list-style-type: none"> • CS to provide further details of how this might work at the next committee meeting. <p>June 2018 : “One Step Closer” (new parents visits) - date to be confirmed</p> <ul style="list-style-type: none"> • PTA provide teas & coffees • Volunteers to be sought <p>June 2018 : School Play - date to be confirmed</p> <ul style="list-style-type: none"> • PTA provide refreshments / raffle • Volunteers to be sought <p>July 2018 : Yr8 leavers party - date to be confirmed</p> <ul style="list-style-type: none"> • lots of volunteers will be required to assist <p>Ongoing fundraising: Lottery, clothing bin, easyfundraising.</p>	<p>CS</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
2.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • CW to look up a draft constitution that this committee could adopt. • CS to liaise with The Retreat beauty spa about pamper evening - date to be confirmed for Spring term, once Quiz date is in place. • CW has dates for ice hockey events - to confirm if this is viable this year - as there appears to be a change to pricing structure / reducing donations for PTA • It would appear that some new parents are not receiving emails. MD to ask the school office to re-send lottery flier. <p>Those present were encouraged to suggest ideas for fundraisers at any time.</p>	<p>CW</p> <p>CS</p> <p>CW</p> <p>MD</p>

copy to Zoe Linington
copy to staff room
copy to Karen Chatwin for website