

Stretford Grammar School PTA

Minutes

Annual General Meeting

Tuesday 23rd September 2014, 6.30 p.m.

Actions summary

- **Cary** to ask Jane Evans (School Business Manager) about Y11/Y13 prom photo reimbursement costs
- **Cary** to ask Jane Evans about using school auditor for PTA accounts audit
- **Liz Wood** to advise Cary on location of the remaining food & drink supplies left in the office after disco on 18th Sep
- **Matthew** to organise the TEN licence for quiz evening, and coordinate quiz organisation in general
- **Mandy** and **Geraldine** to create publicity materials for quiz
- **Lorraine** to organise quiz shopping (or was this Claire?)
- **Liz Wood** to ask Jane Evans to register and use the Easyfundraising.org site when ordering school supplies.
- **Matthew** to inform the PTA –UK of decision not to join Lotto pilot

1. Meeting attendees:

Anita Hopkins (chair), Michael Mullins (Headteacher), Liz Wood (Deputy Head teacher), Cary O'Donnell (Treasurer), Lorraine Rosson, Jitin Patel, Claire Barlow, Matthew Connolly, Fiona Johnson, Geraldine Vesey, Mandy Beck-McKim, Karen Turner

2. Apologies for absence:

Jo Soliva (Secretary), Caroline Stephens, Melanie Latham, Perline Storer, David Price-Uden (Assistant Headteacher)

3. Minutes and matters arising from meeting of 15th May 2014

- a. The minutes were accepted.
- b. Arising: Cary reported that no request for payment of the agreed Y11/Y13 leaving-gifts (contributions to prom photographs) has been received. It was understood the school had paid.

Action: Cary to ask Jane Evans (School Business Manager)

4. Report from Treasurer

- A written annual report was presented for the year starting 1st September 2013 and ending 31st August 2014.
- Available funds at end of period were £2755. See additional document for detail.
- The school disco on 18th September was on track to make a very small profit which would become clear once Parent Pay accounts were received.
- **Action: Liz Wood** to advise Cary on location of the remaining food & drink supplies left in the office.
- In response to the request for an auditor for the accounts, Mr Mullins suggested that we might be able to “double up” by using the school’s auditor

Action: Cary to follow up this suggestion with Jane Evans

5. Report from Chair

Anita reviewed her seven years’ involvement in the PTA, acknowledging the contributions of the many people she has worked with “ a small but very active group”. In reply Mr Mullins emphasised the contribution the PTA has made to the school’s sense of being a community, as well as the significant financial contributions to the school. Mr Mullins thanked Anita, as retiring chair, for her support of both PTA and the Governing body. Anita was presented with a card & gifts from members of the PTA in thanks.

5. Discussion of roles of Chair, Treasurer and Secretary

As part of the discussion it was pointed out that Jo Soliva was willing to stand again as Secretary, but would be occupied with nursing her daughter for the next few months. A Deputy-Secretary to help would be of great value. Matthew Connolly was prepared to stand as chair on the understanding that this would only be for one year.

The importance of publicity for events, and someone to take responsibility was discussed.

6. Election of Chair, Treasurer and Secretary and adoption of Constitution

Chair: Matthew Connolly was elected unopposed: proposed Geraldine, seconded by Mandy.

Treasurer: Cary O'Donnell was elected unopposed: proposed Matthew, Seconded Lorraine

Secretary: Jo Soliva was elected unopposed: proposed Claire, seconded Jitin

It was **agreed** by the meeting to re-adopt the PTA-UK model constitution, dated November 2011, as the PTA's constitution.

7. Quiz Night Planning

- Matthew offered to lead the organisation of this event: suggesting previous success when several groups contributed questions. Liz Wood identified a clash with the original date of 10th October, so 17th October was agreed as the new date.
- **Action:** Matthew to organise the TEN licence.
- Suggestion that we organise hot food delivery for the evening
- Mr Mullins offered the services of the 6th Form to publicise the event in school, as last year.
- **Action:** Mandy and Geraldine offered to create publicity materials: a poster design, & organise the publicity eg: school website, parents mails. Mr Mullins advised web comms to go via David Price-Uddin
- Lorraine has previously done the shopping for this event, but will not be available for the 17th October, so asked for others to do the shopping, though Lorraine would lead/ advise. Claire, Fiona , Karen & Cary all offered to help with shopping.
- **Action:** Lorraine to organise shopping (or was this Claire?)

8. PTA meeting dates 2014/2015

All meetings in the school, starting 6.30 unless otherwise stated

- Monday 6th October: Quiz planning meeting
- Thursday 20th November : PTA ordinary meeting
- Monday 26th January: PTA ordinary meeting (changed from 27th since the meeting)
- Thursday 26th March: PTA ordinary meeting

- Tuesday 12th May: PTA ordinary meeting

9. First aid training options

- a. No action was proposed on arranging first aid training

10. Easyfundraising

We received £100 in last year's accounts from easyfundraising.org – where people shopping online first log into this site before ordering goods online. Donations are made from suppliers to the PTA, with no additional cost to the purchaser.

Matthew suggested that the school should be using this site. **Action:** Liz Wood to ask Jane Evans to register and use the Easyfundraising.org site when ordering school supplies.

Fiona presented some copy instructions for people to register up, which could be turned into a leaflet to be sent out to parents.

Action: Geraldine offered to create a two-sided leaflet to be sent out. It was also suggested that a web page/advert should be placed on the school website.

11. Other non-event fundraising opportunities

PTA-UK were piloting a Lotto to begin shortly & we had been invited to take part. For each 1.50 ticket sold the school would receive 27 pence, and ticket buyers would get the chance to win some very large cash prizes (twice a week). We would need to publicise this internally & support a website. After some discussion it was agreed that we would not take part in the pilot. Reasons discussed included not diluting our publicity effort for the Quiz.

Action: Matthew to inform the PTA –UK of this decision

Meeting closed 20:10

Minutes typed up by Cary O'Donnell 4th October 2014, revised 7th October