

**Woodlea Primary School  
Parent Teacher Association  
Registered Charity No. 1167391**



Woodlea P.T.A.

<b>Minutes of Meeting</b>	
Date:	27 <sup>th</sup> September 2018
Venue:	Woodlea Primary School at 7.30pm
Subject:	<b>AGM</b>
Attendees:	Mrs Pullan Lindsay Shillito Nikki Bail Tracy Major Claire Chandler Jen KB Sarah Cheeseman Gabby Carnt Emily Fishwick Amanda Lester Jen Rolfe Emma King Abigail Paton Emma Knight Zory Radnay-Florian
Apologies:	Maria Carcas Silvia Keriova
Minutes prepared by:	L Shillito

Agenda Item	Notes / Comments	Action / Agreement
1	Apologies for absence	As above
2	Minutes of the Annual General Meeting held on 21 <sup>st</sup> September 2017	N/A
<b>3</b>	<b>Matters arising from the Minutes</b>	
3.1	Nothing more on Paddock seating request from the School.	
3.2	Audio system installed and working well. Use made of the new wireless system at school fair and Y1 Teddy Bears picnic.	
3.3	Book corners looking fabulous following use of Ikea vouchers donated to each year teacher.	
3.4	Sizeable table for staff room purchased by the School from a parent and is appreciated greatly by the teaching team for lunches and meetings.	
3.5	Disco and film nights were successful as the accounts show.	

3.6	Bag2School x2 in the 2017-18 school year, 2 more planned for 2018-19.	
4	<b>Chair's Report for 2017-18</b>	
4.1	The <b>object of the PTA</b> is to advance the education of pupils here at Woodlea by developing effective relationships between the staff, parents and others associated with the school and engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.	
4.2	We are resolute that PTA activities <b>don't just make money but also make memories</b> for Woodlea's pupils and parents	
4.3	We want to improve communication and engagement with the parent community at Woodlea, <b>growing active PTA membership and a strong volunteer base</b>	PTA agreed to carry on improving communication and to recruit more members. It was suggested that the PTA have a stall at school events to provide non-members more information on the PTA and to encourage people to sign up. Annual newsletters are to be sent out in book bags as Woodlea Word attachments are not always read.
4.4	Regular communication with the Head Teacher and teaching team ensures that we <b>work collaboratively to achieve not just PTA objectives but those of the school too</b> . Funding requests are fully discussed to ensure understanding of the benefit to pupils. As a Committee we discuss these requests amongst ourselves, vote, and agree (more often than not) to support varying initiatives.	
4.5	We want to <b>explore new and different ways of fundraising</b> , utilising our charity status more, seeking out advice and ideas from <b>PTA networks and fostering beneficial relationships with the TLT</b>	Sarah Cheeseman, Gabby Carnt and School Governors to work with the PTA on trying to get local businesses involved in helping us fund projects and new equipment. There is also an aspiration to get the local community, such as the 'Woldingham Wives', into the school to help with classroom volunteering etc.
4.6	We are keen to <b>improve our administrative functions</b> including more modern banking and accounting practices	Jen KB has offered to assist with some of the PTA admin and updating of the PTA Risk Assessments.  Lindsay Shillito to contact NatWest Bank to see if there are any ways to make the process easier. New account signatories to be added.
4.7	<b>Highlights of the past PTA year</b> This has been the first year of PTA involvement for most of the elected officers. We have leaned heavily on the advice and support of those more seasoned	Thanks to those who have supported the Committee, without your help none of what we do would be possible.

	<p>members of the PTA team. We've learned a lot – quickly! – And are hugely grateful to our “mentors”. Building on our small successes this past school year, we're growing in confidence to deliver different and exciting fundraising initiatives for 2018/19. Our “small scale” summer fair did us proud with the support and money raised, Christmas was fab’ – the team commented on how friendly and relaxed the organisation/planning and delivery felt, the Easter fair surpassed expectations.</p>	<p>It was good to see three new Lambs’ parents at the meeting and new names have been added to our PTA Communications emails.</p>
4.8	<p><b>How the PTA has benefited pupils at the school in the past year.</b></p> <p>This year we have been delighted to:</p> <ul style="list-style-type: none"> <li>• purchase a much-needed <b>new audio system</b></li> <li>• co-fund the <b>Life Bus</b> (an interactive mobile classroom designed to help schools deliver their health promotion, drug prevention and citizenship programs)</li> <li>• fund the <b>pantomime</b> enjoyed by pupils at Christmas time (oh yes, we did!)</li> <li>• paid for the Rising Stars <b>Switched On Computing resource</b> to enable Woodlea’s teaching team to deliver the primary computing curriculum from Early years through to Y6 by combining high quality CPD videos and step-by-step teacher notes with creative and inspiring projects</li> <li>• supply and serve <b>ice creams for sports days</b> – gratefully received given the scorching weather the children performed in</li> <li>• fund <b>standing desks</b></li> <li>• fund <b>guillotines/stationary</b></li> <li>• make gifts of vouchers to purchase items to <b>update book corners</b> in all classrooms</li> <li>• pay for <b>new a ‘home corner’ room setting for Lambs</b></li> <li>• as well as funding <b>WOW Woodlea</b>, the <b>Y6 Leavers disco DJ</b> and enabling the <b>choir’s O2 trip</b></li> </ul>	N/A
4.9	<p>Specific skills the Committee need support with include banking/accountancy, barbeque wizards, ideas people.</p>	<p>Sarah Cheeseman has volunteered to help with the accounting.</p>

5	<b>Treasurer's Report. Year ending 31 July 2018</b>																																			
5.1	<table> <thead> <tr> <th><b>Event</b></th> <th><b>Profit</b></th> </tr> </thead> <tbody> <tr> <td>Christmas fair</td> <td>£3382.45</td> </tr> <tr> <td>Infant Film Night</td> <td>£225.32</td> </tr> <tr> <td>Junior Disco</td> <td>£300.94</td> </tr> <tr> <td>Easter Fair</td> <td>£1298.56</td> </tr> <tr> <td>Summer Fair</td> <td>£3546.78</td> </tr> </tbody> </table> <p><b>Most notable donations to Woodlea Primary School include the following:</b></p> <table> <tbody> <tr> <td>Sound System</td> <td>£3000.00</td> </tr> <tr> <td>Switched on Computing</td> <td>£1603.50</td> </tr> <tr> <td>Christmas Pantomime</td> <td>£495.00</td> </tr> <tr> <td>Life Bus Contribution</td> <td>£420.00</td> </tr> <tr> <td>Play Area for Lambs</td> <td>£459.99</td> </tr> <tr> <td>Standing Desks x 4</td> <td>£748.00</td> </tr> <tr> <td>Bookcases (Ikea vouchers)</td> <td>£300.00</td> </tr> <tr> <td>Y6 Leavers Disco</td> <td>£160.00</td> </tr> <tr> <td>WOW Woodlea</td> <td>£177.77</td> </tr> </tbody> </table> <p><b>Account Balances:</b></p> <table> <tbody> <tr> <td>Current:</td> <td>£7,386.63</td> </tr> <tr> <td>Reserve:</td> <td>£6,140.18</td> </tr> </tbody> </table>	<b>Event</b>	<b>Profit</b>	Christmas fair	£3382.45	Infant Film Night	£225.32	Junior Disco	£300.94	Easter Fair	£1298.56	Summer Fair	£3546.78	Sound System	£3000.00	Switched on Computing	£1603.50	Christmas Pantomime	£495.00	Life Bus Contribution	£420.00	Play Area for Lambs	£459.99	Standing Desks x 4	£748.00	Bookcases (Ikea vouchers)	£300.00	Y6 Leavers Disco	£160.00	WOW Woodlea	£177.77	Current:	£7,386.63	Reserve:	£6,140.18	
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6	<b>Appointment of an Independent Examiner of Accounts for the year ending 31 July 2018</b>																																			
6.1	Allan Wright has offered his professional services. A qualified accountant, Allan is wholly independent of the school and the PTA. His background in finance spans hospitality, travel and leisure.	Nikki Bali to liaise with Mr Wright.																																		
7	<b>Election of Officers and Trustees of the Committee / Re-election</b>																																			
7.1	<p><b>Chairpersons:</b> Tracy Major, Nikki Bail</p> <p><b>Secretary/Communications:</b> Lindsay Shillito</p> <p><b>Election of Treasurer:</b> Silvia Keriova (proposed to replace Maria Carcas)</p> <p><b>Other Officer(s):</b> Vice Chair</p> <p><b>Ordinary Committee members:</b> Amanda Lester, Jenny Rolfe, Emma King, Abigail Paton, Libby Hodges, Emma Knight, Jen KB.</p>	<p>Tracy Major, Nikki Bali and Lindsay Shillito are happy to be re-elected.</p> <p>Maria Carcas has stepped down as Treasurer.</p> <p>Silvia Keriova to be elected as Treasurer. Proposed by Nikki Bali and seconded by Tracy Major.</p> <p>Jen Rolfe to be elected as Vice Chair. Proposed by Lindsay Shillito and seconded by Nikki Bali.</p> <p>No objections.</p> <p>New committee member Gabby Carnt welcomed.</p>																																		

8	<b>2018/19 Plan / Calendar of Events</b> so far: <b>Fundraising objectives:</b>	
8.1	Redevelopment of School Library	Mrs Pullan to consider where the school is with the plans and possible start date. Mrs Pullan is to talk to the school council about any ideas they may have regarding the library. The PTA will be happy to help with funding.
8.2	Play cottages in the woods	PTA asked for some guidance on this. Mrs Pullan to investigate. PTA may be able to assist with funding.
8.3	Redevelopment of quiet area, planting and pond (support for Sarah Cheeseman)	Sarah Cheeseman to promote redevelopment of the garden and pull in support from the local community if possible. PTA confirmed that they are happy to assist with funding if needed.
9	<b>Any Other Business</b>	
9.1	PTA prep venue for fairs etc – loss of Brambles, cellar space, mufti donations	French Room required for future fair / event prep due to loss of Brambles.
9.2	Easy fundraising – this receives lack-lustre support/use by parents, desire to increase use	PTA Team to push this during the year.
9.3	Xmas and Summer fairs: We have lost lots of long standing Ordinary Committee Members due to their children moving on to secondary school.	PTA to recruit new members.
9.4	New Father Christmas needs to be found for this year's fair (8 <sup>th</sup> Dec) and infant events.	Gabby Carnt to ask her father-in-law about being Father Christmas this year.
9.5	PTA web page to be refreshed.	Gabby Carnt mentioned she might be able to help.
9.6	Regular PTA support has been lost with a number of parents leaving the group as their children move to secondary school. Recruitment drive for 2018/19 with a fluffier feel!	PTA to recruit new members.
9.7	Accountant secured for sign-off of annual accounts.	Noted. Nikki Bali to organise.
9.8	Uniform sale was managed by Abigail Paton and Nicola Wood with funds going to the School. With Brambles now in use by the after-school club the uniform storage has been lost, temporary home in Y1 cloakroom area is not ideal	Plan to move all the uniform out of the Y1 cloakroom and organise into crates for storage in the cellar. Abigail and Tracy to organise. Mrs Riches to approve storage.
9.9	Funding list to ascertain what the PTA and Sarah Cheeseman's group can help with.	Mrs Pullan to put together a funding list.
9.10	Adult fund-raising events.	Previously these have not been well attended but will be looked at again by the PTA.
10	<b>Next meeting</b> Prep' for Spooktacular Autumn Fair	Tuesday 9 October 2018 (venue tbc)