

Woodlea Primary School PTA AGM  
Registered Charity No. 1167391  
26<sup>TH</sup> SEPTEMEBR 2019



Woodlea P.T.A.

## PRESENT

Tracy Major (TM)  
Lindsay Shillito (LS)  
Jenny Rolfe (JR)  
Silvia Keriova (SK)  
Mrs Ritches (MR)  
Pri Postali (PPR)  
Sara Al Rabee (SAR)  
Emily Fishwick (EF)  
Emma King (EK)

Amanda Lester (AL)  
Adrian Feekings (AF)  
Jen Kimberlin-Bowen (JKB)  
Sarah Cheeseman (SC)  
Clare Chandler (CC)  
Binnie Crookes-Martin (BCM)  
Urmi Raval (UR)  
Ro Raval (RR)

### 1.1 APOLOGIES

Clare English (CE)

### 1.2 CONFIRMATION OF PREVIOUS MINUTES

The minutes from the previous meeting were agreed as a true and accurate record.

### 1.3 REVIEW OF ACTIONS FROM PREVIOUS MINUTES

ACTION	PERSON RESPONSIBLE	OUTCOME
Improve communication	TM, LS, JR	More newsletters, PTA noticeboard updated
Look at banking and bring it up to date	SK	Now have internet banking, PTA debit cards
Risk assessments	JKB	These have been produced for all large events this year.

### 1.4 TREASURERS REPORT FOR THE YEAR ENDING

SK handed out copies of this year's accounts (Appendix 1) we currently have;

Reserve Account £6151.90

Current Account £13,088.67 (with £5414.53 of this committed to contribution towards the new library)



Woodlea P.T.A.

Petty Cash £9.52

This leaves funds available to spend at £7683.66

### **1.5 APPOINTEMENT OF AN INDEPENDENT EXAMINER OF ACCOUNTS FOR THE YEAR ENDIN**

The same person as last year Allan Wright has agreed to do this.

### **1.6 ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE**

TM explained that due to commitments in the school office she would be standing down as Chair, the following nominations were made:

Chair Lindsay Shillito nominated by TM seconded by JKB

Vice Chair Clare English/Jenny Rolfe nominated by TM seconded by LS

Secretary Tracy Major nominated by LS seconded by JKB

Treasurer Silvia Keriova nominated by JKB seconded by TM

The PTA is looking to extend its core trustee team and SC,AF,JKB,PPR and SAR.

### **1.7 2019/20 PLAN – EVENT CALENDER AND FUNDRASING OBJECTIVES**

#### **1.7.1**

The following dates have been set for our main fundraising events, discussion took place on what years the valentines disco would be open to. JKB pointed out that a risk assessment would have to be consider with regards to numbers of children in the hall. It was decided that the disco would be open to Yrs. 2-6 with a maximum of 75 children and a Lambs and Yr1 film night would be arranged. LS confirmed DJ has been booked however SAL offered the services of the radio station she works for, for any future events.

Halloween Fair 24th October 2019

Christmas Fair 30th November 2019

Valentines Disco 14th February 2020

Easter Fair 3rd April 2020

Copy of event planner to be distributed to parents shortly.



Woodlea P.T.A.

#### 1.7.2

LS discussed a PTA Social night for parents, decided a quiz/race night – to be discussed further at future meetings. JR to look into food hygiene certificates for core members so that kitchen can be used.

### 1.8 RISK ASSESSMENTS

#### 1.8.1

JKB to continue with risk assessments for the coming year but asked whether anyone else had experience in doing this so she could get a second opinion. BCM to assist.

JKB requested details of anyone else with first aid training, AL and TM to be added to the list.

JKB requested to be notified of any event changes ie fair being held in hall instead of playground due to weather as this affects risk assessments.

### 1.9 COMMUNICATION FOR TRUSTEES OF THE COMMITTEE (WHATSAPP GROUP)

LS enquired whether PTA members felt a WhatsApp group would improve communication, after voting it was decided that we would stick to email, keep the PTA website updated and use the Woodlea Facebook Page more.

### 1.6 ANY OTHER BUSINESS

#### 1.6.1

The school shopping list, hoping to be achieved with PTA and school funds.

MR started by thanking the PTA for all their hard work and fundraising. The library is looking fantastic and the staff are currently going through books, a sponsored read is being organised ready for the library launch.

- New ICT Suite. Plan to turn old library into a new ICT suite, increasing number of PCS's to one per child, new benches etc. A bid has been put in for a grant of £50k but think £15-20k should cover it. JKB to look into sponsorship from Microsoft/Dell.



Woodlea P.T.A.

- Wipe Boards – MR explained current boards are old and dated would look to replace these over the next two years. Cost £1500 each.

MR stated school is open to suggestions for ideas on what to spend fundraising money on.

#### 1.6.2

MR to arrange E Safety Meeting and asked whether it could be done in conjunction with PTA, maybe offering childcare while parents attend In order to increase numbers. JKB enquired whether something could be produced from company to be sent out.

#### 1.6.3

WOW Woodlea. Looking to do a Cultural WOW Woodlea along side current one. PTA to ask in their year groups for volunteers and report back to MR. BCM suggested starting a penfriend programme. SC to enquire whether Eusepia Hope would be interested.

#### 1.6.4

BCM asked what school fund money was used for and the impact fund cuts have had on or school. Asked school to be transparent about what funding is contributing to. MR explained as a school we weren't doing too bad but this was due to prudent financial management. However due to current political situations this situation is set to get worse. School had looked at letting premises, but application was refused, a fresh application to be made with reduced hours. MR suggested a school fund stall at future events, SC to run with this.

#### 1.6.5

JKB to arrange Christmas Tree from Knights it was agreed we would stick with the free 5ft tree they offer however JKB to enquire whether an artificial tree could be donated instead. MR highlighted that all Christmas Tree lights must be LED to comply with current regulations. AF confirmed that ours are.

#### 1.6.6

LS requested that all trustees put out the feelers for raffle prizes. UR said at their previous school Waitrose had been very good and donating gifts. Also suggested looking into the instore green coin charity donation.

## 8.8 NEXT MEETING

Date to be arranged for coming weeks to discuss Halloween and Christmas Fair.

There being no further business, the meeting concluded.

Woodlea Primary School PTA AGM  
Registered Charity No. 1167391  
26<sup>TH</sup> SEPTEMBER 2019



Woodlea P.T.A.

**Appendix 1 Treasurer's report**

<b>Income from Funds Raising Events held in 2018/2019</b>	<b>Income</b>	<b>Expense</b>	<b>Profit/Loss</b>
Autumn Fair	£ 1,026.30	£ 425.62	£ 600.68
Christmas Fair	£ 5,588.96	£ 2,018.9	£ 3,570.06
Easter Fair	£ 1,328.74	£ 178.71	£ 1,150.03
Summer Fair	£ 4,565.24	£ 1,580.11	£ 2,985.13
<b><u>Total fundraising events</u></b>	<b><u>£ 12,509.24</u></b>	<b><u>£ 4,203.34</u></b>	<b><u>£ 8,305.90</u></b>
<b>Other Income</b>			
Bag2School			£ 357.00
Easy Fundraising			£ 196.08
Tandridge Lottery			£ 311.00
Interest			£ 11.46
<b><u>Total other income</u></b>			<b><u>£ 875.54</u></b>
<b><u>TOTAL RAISED</u></b>			<b><u>£ 9,181.44</u></b>

**Donations to Woodlea Primary School**

Contribution towards Infants' Christmas Party	£ 114.60
Children's table and chairs	£ 54.95
Costumes for Christmas Nativity	£ 143.08
Woodlea's Garden Project	£ 64.46
Peter Pan Pantomime	£ 550.00
5m Bell tent	£ 179.00
Outdoor library	£ 250.00
Outdoor bench for the quiet area	£ 150.00
Flooring for the new library	£ 1,250.00
Bubble wands 10x and solution 8x3pack for Year 6	£ 44.00
Drinks for 'new parents' meeting	£ 16.95

Woodlea Primary School PTA AGM  
Registered Charity No. 1167391  
26<sup>TH</sup> SEPTEMBER 2019



Woodlea P.T.A.

Ice lollies for Sports day	£	29.70
WOW Woodlea	£	151.37
Year 6 Leavers disco DJ, Hits Discos	£	170.00
Educational toys for Lambs, Eduzone Ltd	£	95.16
<b><u>TOTAL DONATIONS IN 2018/2019</u></b>	<b>£</b>	<b><u>3,263.27</u></b>

---

**Balance of accounts as at 23th September 2019**

Reserve Account	£	6,151.90
Current Account	£	13,088.67
Petty Cash	£	9.52

---

**TOTAL PTA FUNDS** **£ 19,250.09**

---

**Committed and restricted funds**

Reserve Account	£	6,151.90
Funds already committed to items for school: contribution towards the new library (furniture)	£	5,414.53

---

**FUNDS AVAILABLE FOR SPENDING as at 23th September 2019** **£ 7,683.66**

---