

DRAFT MINUTES OF THE BUDBROOKE PRIMARY SCHOOL PARENT TEACHER
ASSOCIATION ANNUAL GENERAL MEETING

Monday 17 September 2018

In attendance: Paul Wightman (Acting Chair), Liz Appleyard, Heather Bailey, Mark Crawley, Charmaine Dibben, Matt Halford, Rachael Keys, Craig McKee (Head Teacher), Keri Purnell, Claire Wightman.

1. Apologies and Welcome

Apologies were noted from incumbent PTA Committee members Tina Athwal (Chair), Rebecca Taylor (Secretary) and Dawn Waller (Treasurer).

The Acting Chair, Paul Wightman, welcomed all attendees.

2. Acting Chair's Report

(a) The Acting Chair acknowledged the effort and time that the previous Committee members had spent in keeping the PTA going, and thanked them for this, noting also that thanks should be extended to all those that had supported the PTA over the last year in whatever capacity they had been able to.

(b) The Acting Chair outlined the opportunity for a refresh/relaunch of the PTA, noting that there was an exciting opportunity ahead and that, in order to maximise this, input would be required from as broad a spectrum of supporters as possible.

3. Minutes from the 2017 Annual General Meeting

The draft minutes of the AGM of the Budbrooke Primary School PTA, held on Monday 9 October 2017 were approved.

4. Treasurer's Report

The Acting Chair confirmed that the incumbent Treasurer, Dawn Waller, had been in touch to say that she was still waiting for the final bank statement and would have a set of accounts ready for early October 2018, noting that the AGM had traditionally been held a little later in the year. The final figures would be published as soon as Dawn Waller had provided them.

5. Resignations of PTA Committee Members for 2017-18

The Acting Chair confirmed acceptance of the resignations of the incumbent Committee members.

6. Election of Officers and Committee Members for 2018-19

The following Officers and Ordinary Committee Members were elected:

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| Chair | Paul Wightman | Proposed by Liz Appleyard and seconded by Charmaine Dibben |
| Hon Secretary | Lynsey Mason | Proposed by Charmaine Dibben and seconded by Heather Bailey |
| Hon Treasurer | Angela Scott | Proposed by Liz Appleyard and seconded by Claire Wightman |
| Ordinary Member (Disco Organiser) | Keri Purnell | |
| Ordinary Member (Second Hand Uniform Sales) | Sarah James | |
| Head Teacher | Craig McKee | |
| Ordinary Member | Heather Bailey | |
| Ordinary Member | Kimberley Charles | |
| Ordinary Member | Mark Crawley | |
| Ordinary Member | Charmaine Dibben | |
| Ordinary Member | Nathan Green | |
| Ordinary Member | Matthew Halford | |
| Ordinary Member | Rachael Keys | |
| Ordinary Member | George McCarthy | |
| Ordinary Member | Katrina Welton | |
| Ordinary Member | Claire Wightman | |

7. Future Fundraising / Focus

- (a) The Committee generally was in favour of identifying specific aims, purposes and measures of success in respect of its fundraising and activities, noting that this might be helped by a survey within classes, with the feedback provided to the PTA, in respect of what the children felt could be purchased to make the most difference to them. A priority list could then be drawn up and a vote held to ascertain what the PTA would aim to purchase/provide for the School, with an estimation made of funds needed in order to purchase the agreed item/s.
- (b) Immediate items that the School said it would benefit from were new lunch tables, noting that these cost in the region of £800 per table, several would be need, and that a launch event of an afternoon tea could be held on the tables if the Committee decided to invest in these. It was noted that the committee would need to choose it's spending priorities between non-glamorous essentials such as these and providing more exciting options and experiences for pupils that may not otherwise be available. The Committee thought that, in terms of expenditure of funds raised by the PTA, there should initially be a split focus, on both functional and experiential (e.g.: a pantomime trip) purchases. These priorities would need to be defined in forthcoming committee meetings, hopefully with input from the wider parent and teacher community.
- (c) The Committee thought that there would be benefit in having a visual representation of progress towards an agreed target visible within the School, probably in the form of an outsized fundraising 'thermometer' which would show the extent of funds raised.
- (d) The Committee felt that care should be given to ensure that the focus was on ensuring that the excitement and wow factor of any events it arranged / supported was not overshadowed by a focus on money raising. It noted that events which had passion

and purpose were most likely to be the most successful financially, but that the key focus should be experiential rather than financial.

- (e) The Committee noted that we had over the last year held a successful series of cake sales which had been useful fund raisers and well supported. We noted the need to be careful not to overdo these so as not to risk exhausting the goodwill of supporters or undermine the School's healthy eating message, but may revisit later in the year and also consider combining with one of the other events, possibly at Christmas. The Committee also noted other potential options for fund raising including operating a lottery style initiative at some point which could be explored in the future. These would need to be agreed at forthcoming meetings.
- (f) The Committee agreed to focus events on three main period of the year - Christmas, Easter and summer, noting also a number of successful existing events such as the school discos, the Mother's Day Room and Father's Day Room that were always very popular and would be worth maintaining simply because of the enjoyment and value they added in their own right.
- (g) The School would seek to publicise PTA initiatives from the last academic year, such as the Pop Art Wall and the School video, as it was felt that these were fabulous initiatives that had not yet been fully showcased to the stakeholder community.
- (h) The Committee agreed to meet again in a few weeks' time, w/c 1 October 2018, to agree a vision, a strapline and a relaunch plan (which would include publishing profiles and pictures of the new Committee members and having PTA badges to be worn in the playground (the School would obtain a stock of lanyards)). Members would give thought to these areas in the meantime and endeavour to come prepared with ideas including those around the nature of the forthcoming Christmas event.

8. Date and Time of Next Meeting

To be confirmed for the week commencing 1 October 2018.

As at 20 September 2018