Englefield Green Infant School and Nurseries

PTA AGM 18th September 2017

(Next PTA Meeting date: 9th October)

Attendees
Emily Scott  Reena Kessack  Sally Wilmshurst  Caroline Temmink
Mrs McNamee  Kay Walker  Katie Walmsley  Neha Verma
Amith Ingua  Jessica Wenklo  Deborah Newton  Alla Isakovskaya

Apologies
Elizabeth Retenais  Heidi Preisig  Jennie Conway

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<th>Item</th>
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<td>1 Welcome</td>
<td>Reena welcomed every-one to the meeting and explained about how the PTA raises money to enhance our children’s learning experiences. Mrs McNamee thanked the PTA for all their hard work and recognised how nice it was for the school to benefit from our fundraising.</td>
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<td>2 Minutes of Previous AGM</td>
<td>Emily distributed the minutes from the 2016 AGM. These were approved.</td>
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<td>3 Treasurer’s Report</td>
<td>Sally informed the meeting that the PTA had raised £8,336.29 over the last year (July to end June). We have spent £9,690.36 and we have £7,378.62 currently in the bank.</td>
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<td>4 Chair’s Report</td>
<td>Emily provided a report on behalf of the Chairs. This is attached to the minutes.</td>
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5 | **Voting for new Committee Roles**  
Chair Nominee - Katie Walmsley  
Nominated by - Jessica Wenklo  
Seconded by - Elizabeth Retenais  
Outcome - Approved by majority vote  

Chair Nominee - Caroline Temmink  
Nominated by - Jessica Wenklo  
Seconded by - Elizabeth Retenais  
Outcome - Approved by majority vote  

Secretary Nominee - Reena Kessack  
Nominated by - Jessica Wenklo  
Seconded by - Elizabeth Retenais  
Outcome - Approved by majority vote  

Treasurer Nominee - Sally Wilmshurst  
Nominated by - Jessica Wenklo  
Seconded by - Elizabeth Retenais  
Outcome - Approved by majority vote  

The meeting met the quorate rules. Katie Walmsley agreed to be the co-signee on the Bank Account, replacing Elizabeth Emmett.

| 6 | **Independent Examiner for the Accounts**  
The accounts need to be independently examined every year. Catherine (a parent in Oak Class) is an accountant and she has offered to do this for us this year - and hopefully we can ask her in subsequent years too! The accounts need to be submitted on the 30th June each year. | Sally & Katie |

| 7 | **PTA Constitution**  
Our PTA operates according to the 2011 constitution, which we adopted in 2014. A new constitution became available in 2016 so Emily and Reena recommend that we adopt the new constitution now. To do this, we will need to email the new document to the whole school for review then we will need to hold an Extraordinary General Meeting (EGM) 21 days later with at least 8 attendees, where the new constitution will be approved, signed and then sent to the Charity Commission. | Katie & Caroline Emily |

| 8 | **Decision Making**  
It was re-iterated that typically all major PTA decisions are made at a committee meeting which PTA members (i.e. the whole school) can attend. |  |
Class Representatives
The class reps are PTA volunteers who help out with a specific class, liaising with parents and handing out information sheets etc.
Squirrels - Sally Wilmshurst
Acorns - Kay Walker and Alla Isakovskaya
Cherry - tbc - Alla to ask Sarah Lowe and Caroline to ask Tammy Neilson. Post Meeting: Tammy has agreed.
Holly - Katie Walmsley and Post Meeting, Naomi Akien agreed to be a rep.
Oak - Emily Scott and Jessica Wenklo
Chestnut - Katie Walmsley and Deborah Newton
Rowan - Amanda Bonner
Silver Birch - Reena Kessack
Jessica offered to make signs for outside each classroom so parents know who their Class Reps are.

Working Party Members
The WP members are our ‘Go To’ people when we need to help to run an event. People can volunteer to be on the WP by coming to the meetings, asking the class reps or volunteering via our FB page. We also talked about how we need to engage people who aren’t on FB. It was suggested that we add term dates, inset day dates and general school information on to the FB page so that parents have more of a reason to visit it more frequently. Amith also offered to help improve the school website and the FB PTA page. Reena offered to keep adding event reminders on to FB and Kay offered to keep creating event invites on to it.

Fundraising Goals
1) Pirate Ship Replacement - Emily has spoken to a dad who works at RHUL, who thinks that they might be able to fund our new pirate ship. We had put aside money to help fund this project so we are holding off whilst Emily makes a formal request to RHUL. In the meantime, we should also be getting in some quotes.
2) IT Provision - The school is keen to purchase some iPads.
3) New Bike Shed (by the tyre park) - This was identified as a potential project last year so Mrs McNamee is to confirm whether this is something that she is keen for us to pursue.
**Events for this Term**

1) Book Fair - The books will be with us between the 12th and 19th of October. The PTA earns commission for all the books that we sell, which is used to purchase new books for the school library. We will hold a coffee morning/book sale on Friday 13th October at 9am. The coffee morning will support Children in Need. Neha, Jessica and Emily offered to run this. There will also be a sale in the afternoon on the same day at pick-up, run by Emily, Caroline and Katie. We also discussed having bookstalls at the parent consultations on the 17th and 19th October (if the books are still here on the 19th!). Further discussion with Mrs McNamee required to confirm this. Sally offered to run the evening session on the 19th and Katie/Caroline agreed to find volunteers to run the sale on the 17th.

2) Christmas Cards - Mrs McNamee will ask all the teachers if they can get the children to do their artwork in class rather than the PTA going in to the school to oversee this. We had a provisional date of the 2nd to the 6th October to get it done. This date will mean we miss the early bird discount and it leaves us little contingency time to get the cards back before the last posting dates for international destinations so we will try and get the artwork by the 4th October instead.

3) Cake Sales - Caroline and Katie to discuss this further since they have some new ideas to try.

4) Christmas Fair - This is scheduled for the 1st December.

5) Wrapping Paper - Jessica is organising to sell wrapping paper at the school again. We receive commission from each order. The order forms are on their way and Jessica will put into book bags.
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<td>1) Amith has said that he can get discounted drinks from Britvic. If we supply him with the costs that we pay at Costco then he will see if he can get them cheaper.</td>
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<td>2) Sally requested Katie’s and Caroline’s addresses so that they can be formally added as the PTA Trustees (together with herself and Reena).</td>
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<td>3) PTA Shed - The PTA shed is where the school is proposing to build their new meeting room. Mrs McNamee will have a better idea of when/if the PTA shed will need to be emptied out and removed over the coming weeks but we hope to still have it in the run up to the Christmas Fair.</td>
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<td>4) Updating our FB Page membership - Kay will speak to Mrs Parrish about our current FB membership to see if there are any parents who are no longer at the school and who we should remove.</td>
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<td>5) The old class FB pages need to be closed down and the class reps need to open up new class pages for their classes.</td>
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<td>6) Reindeers for Christmas - If we intend to book the reindeers for the fair this year it will need to be done soon so Katie and Caroline to decide if they wish to do this.</td>
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Caroline thanked Emily, Reena and Kay, who have all stepped down from committee roles this year.

Next Meeting: 9th October at 7:30pm.
Chairs’ Report

The role of the PTA is to advance the education of pupils in our school by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which supports the school and advances the education of the pupils

We are a registered Charity governed by an elected Committee. We follow the PTA UK 2011 constitution. We hold monthly Committee meetings.

The Committee is typically the Chair(s), Secretary and Treasurer. We rely on Class Representatives to talk to the parents in their class about PTA activities and to encourage support, and we also rely on a Working Party of parents to help with jobs as they have time.

The PTA Committee work closely with the Headteacher and Senior Leadership Team to determine how best to spend any monies raised.

Highlights of the past PTA year:

- Book Fairs
- Cake Sales
- Christmas Cards
- Christmas Fair
- Quiz Night
- First Aid Night
- Easter Raffle
- July Jump
- Lolly Sales
- Summer Fair
- Helping at the International Afternoon
- Supporting assemblies and parents’ evenings

How the PTA has benefited pupils at the school in the past year:

- Forest School equipment and Forest School Sessions for Reception, Years 1 and 2
- Revamped reading areas across the school
- Contribution to the tyre park in the playground
- Other equipment, eg bikes, Christmas gifts for the children, playhouse, dressing up unit
- Many exciting and fun events for the children and parents to enjoy.

Thanks to those who have supported the Committee and the PTA.