



Annual General Meeting - Minutes

2nd October 2019 7pm

- Attendees:** Nicola Howarth (NH), Jennifer Bleeck (JB), Jo Tearle (JT), Jo Blondin (JB), Jo James (JJ), Amanda Webb (AW), Cindy Knight (CK), Sarah Crookall (SC), Rachel Holloway (RH), Nina Nash (NN), Lou Fox (LF), Jen Cook (JC), Poonam Pathak (PP), Michelle Alldread (MA)
- Apologies:** Sue Kinch
- Minutes from 2018 approved**
- Chair's Summary & Treasurer's Finance Report**
See appendix 1 and 2.

Existing & Proposed New Fundraising Ideas

- Escape room
- Christmas Fayre – 2019 will be more of a celebration rather than a sales event
- Adult Crafts Evening
- Silent Disco – possibly joint with Children & Parents
- The Barn Dance had limited success so may not proceed
- Colour run – to continue. Brought in significantly more funds than the car boot sale.
- Grants – we are looking for people to write grant applications in order that we can raise much needed funds for areas within the school i.e. the pond.

Regular meetings, generally at someone's home, will be organised throughout the year to plan each event.

Tidy Up Days

The painting of the railings has worked well. Due to the evenings now getting darker much earlier, some weekend dates will be proposed to continue with the good work.

Easy Fundraising

- We have managed to double the number using Easy Fundraising!
- Amazon have come off of the app. If any amazon purchases are made they need to go through 'smile' then through amazon
- Some of the larger corporate companies offer match fundraising. It would be a good idea for a facebook message to go out on all year groups to see if we have parents/carers who work for these companies and who would help us achieve match funding.

Summer Fayre

Again this was a great success. Despite no outside stallholders being allowed this year and footfall being down by around 200 people, this event saw an increased profit. The wrist bands for the bouncy castle etc. worked well and this area was much less chaotic than last year.

Accounts

- The funds in the bank account are up quite considerably. The latest turnover was £18k. If this goes up to £25k we will need to have the accounts audited by an accountant.

- We are up £2000 in the account from last year.
- Break the rules day was a huge success with that bringing in £1400 alone!
- The colour run raised £3000 for both schools which was a big increase from what the car boot sale brought in.
- The sponsorship for the colour run was also fantastic and brought in £1200. However only 40 sponsorship forms were handed in. If we could push this a bit more we would see another big increase.
- £250 was made from uniform and cake sales.
- The funds raised have so far gone to rock challenge, purchasing smart sacks for all pupils (which has made a huge difference within the classroom), improvements in the library and chrome books for each class
- Money is earmarked for the playground
- We are looking into card readers for events; this may be a good way to generate more funds as people more likely to carry a card than cash

Constitution

- We couldn't find a copy of our constitution, so NH has printed a model constitution from Parentkind. This was adopted by the PTFA and will be uploaded to the school website.

Miscellaneous

- The joint JET schools choir at St. James Park in the Summer worked well, and we will look to work together with the JET schools on similar projects.
- One of the projects for the forthcoming academic year is to improve the pond area. We would like to plant trees and make it a more open space.
- The toadstools in the playground need replacing and funds have been earmarked for this along with installing some playground equipment similar to that in the Infants.
- There is no 2020 rock challenge at the current time due to the holding company becoming insolvent. This may change at a later date.

5. Senior leadership team

JT thanked NH and the rest of the team for their hard work and presented them with flowers. She explained that using the funds for things like the smartbags go a long way to keeping classrooms tidy and make a big difference to the day to day running of the school.

NH thanked JT for supporting us to put on the extra events. This has really helped increase the bank balance and has made the experience much more enjoyable.

6. Election of the 2018/2019 Committee Members/Trustees

Chair(s) – Nicola Howarth and Jennifer Bleeck

Treasurer – Amanda Webb

Secretary – Sarah Crookall

7. Confirmation of other Non-Trustee Roles

Teacher Rep – Jo Tearle

Parent forum co-ordinator = Rachel Holloway

Raffle prize co-ordinator - TBC

Fundraising co-ordinator (grant applications, match funding, easyfundraising, weekly lottery)
- Nina Nash

Admin co-ordinator (Printing, photocopying, school flyers, neighbour notifications for events)
- TBC

Uniform sale co-ordinator (sell on the preloved page, organise uniform sales, keep it clean &

organised in the community room) – Sandra O’Halloran

Cake/lolly/ice cream sale co-ordinator (plan and advertise sales throughout the year) - Elissa Collins

School grounds co-ordinator (plan tidy up day, organise railing painting, plan pond area maintenance) = Michelle Alldread

Bags2school co-ordinator = Jennie Bishop

Disco DJ = Claire Jerrim

Weekly reminders for Facebook

Year 3 = Jo Blondin

Year 4 = Jo James

Year 5 = Jen Bleeck

Year 6 = Jo Craig

Class Reps

Damselflies - Cath Dixon & Zoe Konn

Praying Mantis - Rachel Holloway & Vicky Lowrey

Crickets - Elissa Collins & Cheryl Small

Pelicans - Jen Cook & Fiona Brown

Nuthatches-Poonam Pathak & Emma Sisson

Kingfishers- Jennie Bishop & Tansy Bailey

Orca - Sarah Crookall

Beluga whale - Sonia Malhotra

Seals - Carly Sykes

Buffalo - Lou Fox & Elspeth Fenton

Elephant - Lorryne Smith & Jo Craig

Lemur - Paula English & Ekta Gupta

Thank you to everyone who has stepped forward to support. If anyone else would like to volunteer, please just let us know.

8. Funding suggestions –

- Quotes range from £3k to £7K to put 1.1m fence around pond and pull down the large fence around pond area to enable children to access this lovely area during the day.
- £15k approx. to develop school playground – remove the toadstools as several are broken and replace with play equipment based on designs submitted by the children themselves.
- Playground games – to be stored in container by shed on playground. To be ordered by school anything up to £500. Chalk - ? paint container in chalkboard paint
- Unconfirmed amount needed for sporting equipment to support Active Shirley.

9. Sporting developments Lou Fox & Clare Mendez

LF spoke about the Active Shirley sports initiative. It has worked well this year and is aimed at everyone, not just those that have a high ability. It has been proven that physical activity increases academic learning. Clare Mendez has been critical within this area and lots of sports events have been undertaken so far and will continue. More sports equipment is required. LF to send out more newsletters and put the link to the FB page on FB. This year SJS have done 2 Junior Park Run takeovers @ Riverside Park. Further down the line a minibus would also be welcomed as it has become an issue getting all children there.

10. Diary dates for 2018/19 (subject to change)

Description	Date	Notes
Welcome back social	Fri 13 th Sept	7.30pm Santo Lounge
Pond, budget & uniform	Thurs 19 th Sept	9.30am Community room
Uniform sale	Thurs 26 th Sept	After school outside juniors
Juniors AGM then Fireworks	Wed 2 nd Oct	7pm Junior school hall
Christmas fair planning	Wed 9 th Oct	
Cake sale	Thurs 10 th Oct	
Infant Quiz night	Fri 18 th Oct	Infant hall
Juniors parent forum	Wed 23 rd Oct 7pm	TBC. Feedback by Wed 2 nd Oct.
Xmas card deadline	TBC	
Oct half term	Mon 28 th Oct – Fri 1st Nov	
Firework Night	Tues 5 th Nov	6pm Juniors Playground
Inset day	Fri 15 th Nov	
Juniors disco 1	Fri 22 nd Nov	Junior hall, alongside infant craft
Bags to school	Fri 22 nd Nov	
Xmas Craft night	Fri 29 th Nov	Juniors Hall
Christmas Fair	Fri 6 th Dec	Not with christmaths
Christmas dinners		Helpers/governors to serve lunch
Christingle	Thurs 19 th Dec	Supply christingles the day before
Christmas hols	Fri 20 th Dec -Fri 3 rd Jan inc	
Colour run planning meeting	Jan	TBC
Juniors Quiz	Fri 24 th Jan	
Juniors Parent Forum	Fri 7 th Feb 9am	Feedback to be in by 17 th Jan.
Escape Room Night	Wed 12 th Feb	Juniors school hall
Feb half term	Mon 17 th – Fri 21 st Feb	
Cake sale	Thurs 27 th Feb	
World book day – book swap	Thurs 5 th March	
Inset day	Mon 9 th March	
Juniors (silent) disco 2	Fri 13 th March	Alongside infants Easter Egg Event
Bags to school	Fri 19 th March	
Colour run	Sat 28 th March	
Easter Holidays	Mon 6 th – Fri 17 th April	
Tidy up day 1	Sat 25 th April	
Adult social night	Fri 1 st May	
May bank holiday	Fri 8 th May	
Juniors Parent Forum	Mon 1 st June 2pm	Feedback to be in by Mon 11 th May
May Half term	Mon 25 th – Fri 29 th May	
Tidy up day 2	Sat 6 th June	
Bags 2 school	Fri 12 th June	
Welcome to new year 3	TBC	
Break the rules day	Fri 19 th June	
Summer fair	Sat 20 th June	
Inset day	Fri 26 th June	
Volunteers picnic	Thurs 16 th July	
Year 6 leavers party	TBC	
Last day of term	Fri 17 th July	
Inset day	Mon 20 th July	
Summer	Tues 21 st July – 31 st Aug	

Appendix A: Chair's report - Nicola Howarth Sept 2019

- 2018/19 was another successful year for the PTFA. We worked closely with FOSIS on a number of events and established an excellent working relationship. Planning events with the current team is a pleasure, not a chore. Huge thanks and credit to Jo James, Sue Kinch, Sarah Crookall and the wider FOSIS team for all their hard work.
- Amanda has completed an excellent job as treasurer and has updated our banking systems so we can now repay expenses online with no need for cheques.
- We ran more events than ever during the year, with a brand new fireworks display and colour run. We hope to repeat both this year, hopefully with less mess but just as much fun!
- New for this year will be a silent disco, an adult Christmas craft evening and an escape room night – we can't wait!
- The Christmas fair was a fun, if crowded, event. It will be repeated but on a different day to the Christ-maths market to reduce the crowding. The focus will be on childrens' performances, games and tombolas run by the PTFA/FOSIS and Santa's grotto. We will hopefully be able to enlist the help of Rotary again. They were fantastic on the day and we are very grateful to them for their support over the year
- The juniors and adults quizzes were both successful and fun evenings. Sanjha has provisionally agreed to cater for the adults quiz again, unless anyone wants us to try something different.
- The bags2school and book swap will go ahead again, and we are trying to actively promote the easy-fundraising link, smile.amazon.co.uk and the amazon wishlist. It would be great to identify parent volunteers who are able to claim match-funding from their place of work. We will try to promote this prior to each big event.
- We held 2 tidy up days and a series of evening rail painting sessions this year which allowed even more jobs to be completed. Thank you to everyone who turned out to support this. The big challenge for this year is to finish painting the railings outside the school. Now that the evening light is dimming, it is harder to do this after school so we may set some weekend dates when a group of people can make some more headway.
- The Barn Dance was a limited success with us making a small amount of profit but having a lot of fun. We are considering whether to hold it earlier in the evening to allow children to attend or whether to run something else instead.
- The summer fair was another success with beautiful weather and a load of fun stalls. We didn't invite any external stall holders this year which meant our profits were increased despite reduced footfall. Highlights included the Shirley Show Tent and the House group stalls although these could be better organised next year. The year 7 band from USH went down very well, as did the wrist band system for the inflatables. Ideas welcome for next year.
- The inflatable fun day was very wet but was enjoyed by the children at school during the day and by the few families who attended in the evening.
- Following the success of the joint school's choir performance at the St James' Park Summer Festival, we are keen for the local schools to do more together. We attended a joint schools meeting, hosted by Friends of St James' Park. The first meeting was between Shirley Infant, Shirley Junior and Foundry Lane Primary schools. We set up a facebook group to communicate ideas and to help with planning joint events at the park. Suggestions were a maypole event and a sporting challenge. If anyone has any other ideas, please let us know. (Unfortunately, fireworks are not possible at the moment as access cannot be controlled from all four corners of the park). The invitation has been extended to Hollybrook, Wordsworth & St Marks schools.
- Volunteers are needed for all events – please just let us know if there is something you'd like to specifically do or get involved in.

- We would like to apply for some grants this year. If anyone is familiar with writing grant applications or would like to support this, please let us know.
- We are hoping to involve the PTFA members with the planning of events this year and regular evening meetings will be held, most likely at members houses. All are welcome, at any time throughout the year.
- Thank you to everyone who has supported the PTFA, we couldn't have done it without your help and we look forward to continuing to work with you all.

Nicola Howarth, Co-Chair 2018/19

Appendix B: Treasurer's report

Treasurers Report Year Ending 31st August 2019

Summary

Our income this year, is £8K more than last year. This is mainly due to Juniors running the Summer Fair finance and the two new events we held this year. We spent double the amount we did last year and made a £2K profit. The bank account is healthy with £7.5K.

Events

The summer fair, was again our biggest event, making £800 more than last year. This was due to doing everything in house, and the money raised from break the rules day which was very successful. It was decided to cancel the boot fair this year and we jointly held a Colour Run with Infants. This was very successful and raised ~£1600, £1000 more than the boot fair

We held a new event of doing a fireworks evening, again successful, we raised just over £1k and have plans for another Fireworks evening this year.

The Christmas fair we held jointly with Infants, which meant we only made £500 instead of the £1k last year.

Our other joint event with Infants, the barn dance, made a third less profit than last year, but all who attend enjoyed themselves.

The Quizzes and discos were well attended this year, with the profit from the disco going to Rock Challenge.

We ran various sales throughout the year (uniform, book, cake, ice cream) and raised roughly £250 from these. We plan to have a uniform shop every Monday morning this year, and cake sales are planned throughout the year.

Spending Profits

We gave SJS roughly twice the amount this as last year.

We again supported Rock Choir and continue to provide Smart Sacks for the incoming year 3s, 12 cameras and the year 6 leavers gifts.

We brought roughly £1500 books for the library and provided various amounts for the website, Marvellous Me and Christmas presents for the classes amongst other things

We also provided the end of term bouncy castle.

Other Comments

About £6.5k has already been earmarked for SJS. £2500 are for Chromebooks for each class which is already in school and £5k for playground/pond area improvement.

We have increased the amount raised through Easyfundraising.org.uk this year by £200, and gained more supporters. We will continue to push Easyfundraising, and for those who use Amazon, if they go through smile.amazon.co.uk and select Shirley Junior School PTFA they can also raise money by spending.

Our income depends on making the events successful, which we couldn't do without volunteers, so thanks to all those who helped the past year.

Amanda Webb