

Kelvindale Primary PTA
Minutes from AGM Meeting
24th May 2017

Present: Angela McClelland (chair), Cathy Allan (Vice- chair), Sinaid McCreadie (Deputy Head Teacher), Sarah Maclean (Principal Teacher), Gillian McMahon (Class Teacher), Suzanne Barlthorp (Joint Secretary), Aarthi Rao (Joint Secretary), Alison Willacy, David Nicholls (Treasurer), Christina Naula, Wendy Watt, Zoe Cameron, Ainslie Bradley, Paula McCabe, Sharon D'Arcy

Apologies:

	Minute	Action
1	<p>Review of 2016 -2017</p> <p>Getting more people working together in groups to organise PTA events was a target for the year but more work needed still in this respect.</p> <p>We made a profit in most of the events held this year.</p> <p>We would like to have a separate account on TUC shop sales when reporting on money made in events - having a TUC shop impacts on how much money is made in an event.</p> <p>We could do a what's bought, what's sold and what's left valiewise record running through the year to keep track of spending.</p> <p>David is happy to stock take so we know what we have exactly. Christina has counted the TUC shop items and sent an email.</p> <p>An advice was put out to open boxes as needed since unopened boxes can be taken back to convert to cash.</p> <p>The only new event done was the Games event. A lot of work went into it for the amount raised.</p> <p>Could we ask parents to set up a Direct Debit to the PTA - perhaps a pound a month? This would raise a huge sum when you count in the number of students and the number of month sin a year with least effort. It was noted that this should be a voluntary contribution.</p> <p>The whole school could be asked about this as a vote and if agreed then we can decide further on implementation next year.</p> <p>Facebook page for the PTA has been setup.</p> <p>School requests forward planning could be used to advertise events as a fundraiser for a particular request.</p> <p>There have been requests for a ceilidh event. It was noted that the PTA had run a ceilidh event twice but both were unsuccessful.This was because the let was expensive at Cleveden. It could also have been due to the timing of the event.</p>	

	<p>Could we do an afternoon ceilidh to see how it goes?</p> <p>We were reminded that events should always have focus on community building rather than an initiative to just make money.</p> <p>Perhaps we could do less number of events that work well at all times. This way we don't have to worry if the same people are left to organise events.</p> <p>David asked for his email on PTA accounts to be circulated among the wider PTA. This has been done.</p>	
2	<p>Treasurer's Report</p> <p>As of April 2017, we have raised £4000 pounds - the biggest fundraisers being the Christmas fete and cards.</p> <p>Summer fayre raised over £1000.</p> <p>Decades disco raised over £700.</p> <p>All other events are small events so they have been grouped together.</p> <p>Biggest expenditure was Oxford books and school trips.</p> <p>We have £5700 left in bank. The only commitments remaining are £3000.</p> <p>David has offered to do a flyer containing information such as money raised by the PTA and summary of achievements. This could go into school bags to showcase the work done by the PTA for the year.</p> <p>Report on money spent and raised to be sent by David to Sarah and Sinead.</p> <p>Accounts auditing was done last year by Zoe's husband. David asked if an audit could be done next year. Suzanne proposed financial summary accounts for acceptance. Angela seconded the proposal and all voted in agreement.</p> <p>All are in agreement with Davids accounting practices.</p> <p>Christina would like to thank David for taking over as the treasurer.</p>	
3	<p>Resignation</p> <p>Angela McClelland has resigned as Chair. Alison Willacy has accepted the position as Chair.</p> <p>Cathy Allan has resigned as Vice chair. Sharon D'Arcy has accepted the position of vice-chair.</p> <p>The role of Secretary is currently managed by two people - Suzanne Barlthorp - Lets and Aarthi Rao - Minutes.</p> <p>Aarthi Rao has resigned her role. Cathy Allan has accepted the role of Joint Secretary in charge of minutes.</p> <p>Suzanne Barlthorp continues as Secretary - Lets.</p> <p>David Nicholls continues as the Treasurer.</p> <p>A new role has been created - Publicity Coordinator. Ainslie Bradley has accepted this role.</p> <p>The PTA is still looking for people who could chair and run sub committees for specific events.</p>	