

BLOFIELD PRIMARY SCHOOL PTA – 2010 AGM

This pack contains the minutes from the Blofield School PTA AGM 2010, held 18th October 2010, together with related attachments.

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Blofield Primary School PTA – 2010 Annual General Meeting

Venue: Year 4 classroom - Blofield Primary School

Date & Time: Monday 18th November 2010, 19:30

Agenda

1. Welcome by Chairman
2. Attendance
3. Introductions
4. Apologies
5. Minutes of previous meeting (15th October 2009)
6. Resignation of Existing Committee Members
7. Election / Re Election of Committee Members
8. Election of Officers
9. Chair's Report
10. Treasurer's Report
11. Head's Report
12. Updates to PTA Constitution
13. Any Other Business

BLOFIELD PRIMARY SCHOOL PTA AGM MINUTES

Held 18th October 2010 at 19.30 hrs.

PTA Officers present; Justin Jarrett, Chair. Sophie Goodson, Vice Chair. Jonathan Wheeler, Treasurer and Juliet Mckenna, Secretary.

Others present; See attached register.

Apologies; Phil Mayo, Chris Scupham, Donna Patterson, Claire Newton, Lynn Evans, Diane Jeary, Tina Woolsey, Ken D’Rosario, Emma Slater, George Clark, Nicky Austin.

1. Welcome by Chair. Justin welcomed everyone to the meeting and made sure that everyone was provided with the Agenda, last years AGM minutes, a copy of the accounts and copies of the Constitution.
2. Attendance. Meeting attended by 33 people.
3. Introductions. PTA members introduced to the floor.
4. Apologies. As above.
5. Minutes of previous meeting. Minutes run through and agreed, no questions raised.
6. Resignations. This year the PTA had resignations from Nicky Austin and Helen James. Both were formally thanked for their efforts on the PTA.
7. Election/Re election of committee members. The following PTA members needed to re elected due to their two years being up;

| <u>Member</u> | <u>Proposed by</u> | <u>Seconded by</u> |
|-----------------|--------------------|--------------------|
| Sophie Goodson | Sarah Coldham | Hannah Baker |
| Donna Patterson | Tracy Fernyhough | Nicola Brister |
| Juliet Mckenna | Sophie Goodson | Hannah Baker |
| Justin Jarrett | Sarah Coldham | Tracy Fernyhough |

The following new members were elected;

| <u>Member</u> | <u>Proposed by</u> | <u>Seconded by</u> |
|----------------|--------------------|--------------------|
| Claire Newton | Hannah Baker | Juliet Mckenna |
| Amanda Ledward | Sarah Coldham | Marie Frary |
| Lynn Kitson | Jonathan Wheeler | Sophie Goodson |
| Karen Fumero | Sophie Goodson | Tracy Fernyhough |

8. Election of Officers. Jonathan Wheeler elected as Chair, proposed by Justin Jarrett seconded by Marie Frary. Sophie Goodson re elected as Vice Chair, Proposed by Jonathan Wheeler, seconded by Sarah Coldham. Lynn Kitson elected as Treasurer, proposed by Sarah Coldham seconded by Tracy Fernyhough. Justin Jarrett elected as Secretary, Proposed by Juliet Mckenna, seconded by Marie Frary.
9. Chair's Report. See attached.
10. Treasurer's Report. Everyone who attended the meeting received a copy of the year's accounts. Jonathan ran through these and no queries were raised. Closing Cash funds at 31st July 2010 were £15,467.59.
11. Head's Report. See attached.
12. Updates to PTA Constitution. New constitution explained by Justin Jarrett and adopted by a majority vote.
13. A.O.B. Oliver Burwood thanked the PTA for the invitation. He said that he is looking forward to working with the PTA and meeting the parents. He considers the PTA to be doing a great job with fundraising and establishing links between the school, families and community.

Meeting closed at 2015 hrs

2010 PTA Report from the Chair - Justin Jarrett

I'd like to share some of the PTA highlights of the school year with you and thank many deserving people. We have held or been significantly involved in 15 events which I think is a fantastic achievement.

Changing Rooms. After many years saving, we have finally secured sufficient funds to fully renovate the Changing Rooms using for Swimming amongst other things. This will benefit every child in the school and I know many parents are pleased to see this project completed. Especially those who help with swimming who can now have hot showers!

We provided significant funds to support Enrichment Week in the Summer Term and have recently agreed to provide several thousand pounds to replace Learning Scheme Books and Construction Kits.

But it's not all about fundraising. **Quiz and Chips evening** - Not a massive fundraiser but this was hugely popular and I continue to be asked when we plan to hold another one of these. So a **big thank** you to John and Julie Atkins for this. And yes we are considering when to schedule the next event!

Tea and Tissues - A first for this committee, this was an opportunity for parents with a little one starting in Reception to come and have a drink and a natter on that first day of drop-off. Definite success and something we will look to repeat next year. Thank you for organising this Marie.

2010 Summer Fete – how can I not mention our Space themed event! The Summer Fete committee – separate to the PTA committee - have done a magnificent job. Again the bar has been raised, the event was that little bit slicker, and this year's fete was hugely successful in spite of the best efforts of the rain. It is only when you get involved that you realise quite how much work is involved in planning, preparing, organising to be ready for the big day. The Saturday really is just the culmination of a lot of hard work by a lot of people. So a **big thank** you to everyone involved. And whilst I don't want to pick out lots of individuals as you are too numerous to mention, I do want to say especial thanks to **George Clark** for leading the 2010 fete committee and the disruption I know this brings to her family life and home.

The Weather – thank you to the weather for the Sunday that was the 2010 Seething Air Show. We ran the beer tent, the sun was out and the great turnout meant we sold out of real ale not once but twice! Thanks to a dash to a local pub and one smooth talking individual we managed to secure re-supplies. Chris Scupham is obviously a man who knows how to talk to a pub landlord! Thank you for organising Seething Chris.

Jonathan – absolute scrutiny to the book-keeping this year as he will no doubt demonstrate in a moment. You would be amazed how many cheques are written, invoices paid and floats counted out and counted back in again. I had no idea that it is tradition for the Treasurer to spend most of the Summer Fete Saturday counting coins. In fact it took several hours after the fete shut to finish counting the money, and Jonathan was the last person to leave site on the Saturday evening. I still have visions of Jonathan getting home after an event and staying up into the early hours counting his piles of money! Jonathan has been extremely generous with his time - and also bottles of champagne. Thank you.

Sophie – has been really pro-active and can be relied upon to push things along. Getting funding support from Adnams and Jarrolds for the new changing rooms was a real achievement. She is really passionate about doing the right thing but also doing things right. Sophie, I've really appreciated your help with newsletter writing. Real attention to detail, the little things that add those finishing touches. Such as the take-away PTA contact cards at the New Parents evening. Thank you Sophie.

Tracy – Artist-tastic. If ever we need a great flyer, a good looking poster or anything which will look artistic we have turned to Tracy. You've also done a great job with FaceBook. Given the boom in online social media, this

is proving to be very popular and a great way of getting the messages out there. We currently have 64 people who 'like' us.

Juliet – well...if ever you want someone to say it how it is – then Juliet's your woman! She organised the Boden evening recently which was well supported by people in the village and outside of the school. Juliet has stepped in to help out time and again. Thank you.

Christmas One Stop Shop 2009 was another event for, and well supported by, the village. I continue to receive emails and requests from people who are keen to have a stall at the Christmas Shop. We really need a bigger hall to accommodate all the stalls. Perhaps you could help us with that one Oliver? So thank you to Sarah for running the One Stop Shop last year. Sarah is also Chair of the playschool committee. How she manages to balance everything going on at playschool and still get involved in the school PTA is beyond me. But perhaps that's because I'm a man, and men have never been the best at multi-tasking!

Chris Clements – an excellent President for the PTA, always wise, always considered and deeply caring. Unfortunately this does leave behind a large pair of boots to be filled and great expectations!

What else have we done?

- We have purchased and laid bark chippings for the Reception climbing area.
- We now have a 2nd Glass Recycling bank outside the Kings Head. A big thank you to Charlie the landlord for supporting us in this way.
- We have shiny new newsletters which we have had some great feedback on.

And some other people who thoroughly deserve recognition:

- **Mrs Gitsam** – for acting as our front door, distributing newsletters and being helpful no matter the query.
- **Mrs Look** – thanks for your tireless support – and of course the use of your kitchen and assistant at our many events.
- **David McCarthy** – who has continued to support the PTA with donations in spite of his youngest leaving the school. This is appreciated.
- **John & Julie Atkins** – who ran another hugely successful quiz evening. The sort of event which people still clearly remember and ask when the next will be run.
- **Clare Sandall** – who has run the Second Hand School Uniform shop.
- **Grant MacDonald** – for independently auditing out accounts
- **S&S Mitchell** – who continue to donate prizes for our raffles, this to me reflects the friendliness of the Blofield community. Thank you.
- **Barrie** – resident deejay and school supporter for many, many years, almost a part of the furniture. However he has decided to hang up his CDs, so we wish Barrie success in his future pursuits.
- I should also like to thank the children who had to sit and wait quietly whilst the PTA meetings proceeded.

So...for me this year has felt very much a team effort. We are all individuals – we all bring different skills, talents, experiences with us. And something that is clear from my 10 years working for a big organisation like Aviva, is that the most successful teams are those made up of different individuals where the whole is greater than the sum of the parts.

Many people have taken the lead, taken ownership of something and put their individual stamp on that something. People contribute and help with what they want to and when they can. If we run into a problem or plans need to change – then someone from the team will always step in to fill the gap. For me it is not

individual heroics that have helped make this such a successful PTA this year but genuine team efforts. And that is what I very much look forward to seeing more of through the coming year.

So we have grown our membership substantially over the last 12 months - we are now 18 strong - and I'm hoping to have one or two more at the end of tonight. So if you know someone who would enjoy being part of this team and contributing even in small ways then we would love to hear from you! Or if you know someone who would just like to help out with events or perhaps who would like to get involved in the Summer Fete 2011 then please get them to come talk to us!

Going forwards we are looking forwards to continuing with more variety and progressing some of the great new ideas presented to us including a Class-by-Class Cake Bake-Off, Willy Wonkers Golden Giveaway, a re-vamp of the School Website, Items-For-Sale Sheets. We are listening to parents ideas and input!

Finally - thank you to the parents and families and community of Blofield and the area who have supported us wholeheartedly and generously. This is truly not just about raising money for a great cause but providing the catalyst to bring together so many different people from these communities in shared experiences that I hope add value in many small ways to all of our lives.

Sincerely... Justin Jarrett

Blofield County Primary School Parent Teachers Association

**Receipts and Payments Account
For the 12 months ended 31 July 2010**

| | Notes | [09/10] 12 months to 31/07/10 £ | [08/09] 12 months to 31/07/09 £ |
|--|-------|--|--|
| Receipts | | | |
| Events | 1 | 19166.37 | 17806.22 |
| Donation | | 4846.30 | 72.18 |
| Bank Interest | | 0.20 | 22.18 |
| Recycle Glass | | 2236.55 | 2108.68 |
| Bank Transfers [closed accounts] | | 1718.53 | - |
| | | <u>27967.95</u> | <u>20009.96</u> |
| Payments | | | |
| Direct Charitable expenditure | | 26281.97 | 12109.78 |
| Events | 1 | 9049.95 | 7887.46 |
| Donations | | 222.16 | 122.32 |
| Administration | 2 | 295.79 | 231.00 |
| PTA Equipment | | 877.78 | - |
| | | <u>36727.65</u> | <u>20350.56</u> |
| Surplus/[Deficit] | | [8759.70] | [340.60] |
| Uncashed cheque[1283] | | 21.00 | |
| Unpresented cheques but in accounts | | 2019.71 | |
| Opening Cash Funds | | 22186.58 | 24029.17 |
| Closing Cash Funds at 31st July 2010 | | 15467.59 | 23688.57 |

BLOFIELD COUNTY PRIMARY SCHOOL PARENT TEACHERS ASSOCIATION

**Notes to the Receipts and Payments Account
For the year ended 31 July 2010**

[1] Fund Raising Activities

| | Receipts £ | Payments £ | Surplus £ | 2008/2009 £ |
|----------------------------------|-----------------|----------------|-----------------|----------------|
| Events | | | | |
| Fete | 9483.54 | 2917.33 | 6365.41 | 6800.39 |
| Bingo | 74.00 | - | 74.00 | - |
| Halloween Disco | 1155.31 | 610.06 | 545.25 | 585.82 |
| Xmas Shop | 1569.60 | 1021.76 | 547.84 | 514.58 |
| Xmas Production | 868.65 | 217.99 | 650.56 | 583.60 |
| Xmas Cards | 1147.80 | 1024.80 | 123.00 | - |
| May Ball | 1036.85 | 570.20 | 466.65 | 473.85 |
| Quiz Night | 544.00 | 221.62 | 322.38 | 458.59 |
| Easter Disco | 1014.00 | 547.67 | 466.33 | 359.86 |
| Seething | 2005.62 | 1272.59 | 733.03 | 143.07 |
| Other – stock clearance 56.00 | | | | |
| Cake day 190.00 | | | | |
| Playgroup 40 th 21.00 | 267.00 | 76.94 | 190.06 | - |
| | 19166.37 | 8480.96 | 10506.61 | 9918.75 |

[2] Administration Expenses

| | This Year [09/10] £ | Last Year [08/09] £ |
|----------------------|---------------------------|---------------------------|
| PTA subscription | 113.00 | 85.00 |
| Lottery Registration | 20.00 | 20.00 |
| License fees | 133.75 | 126.00 |
| Stamps | 29.04 | - |
| | 295.79 | 231.00 |

I am pleased to have the opportunity to thank all the PTA committee members for all their support and hard work over the past year. Not only have you raised huge sums of money but you have also given your time freely for a host of other practical activities such as varnishing benches, laying bark for reception, providing refreshments for school productions, just to name a few.

Funds raised are always used for the benefit of the children in the school. This year the PTA have fully funded the refurbishment of the swimming pool changing rooms – around £17,000 so that they can be used throughout the year for lessons and after school clubs. This is a huge amount for a primary school of our size to raise and shows just how hard the committee work to contribute to the success of the school.

During the year the PTA has also paid for visiting entertainers and contributed towards Enrichment weeks - activities which are always enjoyed by all the children. This current year they have already agreed to purchase £1,000 worth of construction kits for Reception and £2,500 towards replacement of some of the reading scheme books and I'm sure there are many other ideas in the pipeline!

Parent support is shown in many ways through the termly discos, Foundation and Key Stage 1 Christmas 'extravaganzas', the candlelit carol service at the church, the annual quiz and of course the brilliant school fete which is always a whole village event!

Your support is always shown too when, as a school we raise funds for others, and many local and national charities have benefited from your generosity. For example, we now sponsor two children in India, Anusha and Sreeju through non-uniform days, providing money for their education and well-being and also Christmas gifts, which may be the only presents they will receive. Harvest gifts, which you so kindly donate every year, are another example of your generosity to

the wider local community. The kind support of all parents in this way shows how much everyone feels part of our school family.

Knowing that it was Mr Clements' last year, we were aware that each event that passed.... such as the Harvest Festival, the services at the church, the fete..... was also his last at the school.... and I know that Chris really appreciated all the support that the PTA gave him. In particular, all the school staff would like to thank the committee members for their contribution towards Mr. Clements' leaving celebration – a very special day for us all, but particularly for Chris. It was so good to see many friends – past and present come to share in our tribute to him.

Academically, the school has once again had a very successful year. The Local Authority has recognised the school test results at the end of Key Stage 2 and Teacher Assessments at the end of Key Stage 1 as once again exceptional. Our School Improvement Partner wrote in his annual report:

“This reflects the outstanding leadership of Mr. Clements. He has made an outstanding contribution to the lives of the children of Blofield. The school has developed and grown into an outstanding one under his care and guidance and he leaves it well placed to continue to flourish in the future. The highly talented staff team that he has nurtured and developed should ensure that the exceptional academic standards will be maintained in the future”.

Looking to the future, our whole school team are very much looking forward to working with our new Headteacher, Oliver Burwood and are committed to ensuring that the school continues to flourish.

Again, a very big thank you to you all for the huge contribution you make to the success of our wonderful school.