

Minutes from Hawes School Parents, Teachers and Friends Association AGM meeting.

7:30pm 10<sup>th</sup> September 2018 at The Fountain

Present: Jane Barratt, Helen Pollard, Jemma Hogg, Emma Guy, Sandra Bell, Anna Fagg, Philippa Adams

Apologies: Joanne Fothergill, Diane Sunter, Jackie Smith

NB – Jane to check attendance requirements to ratify this as an AGM – Post meeting update Jane checked the constitution and there were insufficient people at the meeting and so a further vote for offices will be taken at the next meeting

1. Last Meetings Minutes

Minutes were unanimously agreed.

Action Points still to complete from last meeting;

- Emma Guy to chase Jackie Smith for Pie and Pea dates/ costs
- Sandra Bell to chase Creamery for Pie and Pea dates/ costs
- Helen Pollard to ask Hanna Vasey about whether PTFA can have room on the notice board in the shelter. Helen has a meeting with Hanna due, so it was also requested that she ask about whether the PTFA can do refreshments at Christmas/Summer Play and Sports Day. Also, to ask Hanna about the Christmas Fayre.
- Welcome Disco – Alison can't do it so a non-starter. Maybe look at snow ball disco in January. Also ask Eddie Lord for availability but don't want to push out Alison as she does such a great job.

2. Finance Report

Hazel prepared accounts for this year and is prepared to do it next year FOC. It was agreed to buy Hazel a bottle of wine and card in acknowledgement.

It was noted that although there were differences in activities last year that the finances are in a similar position as the year before.

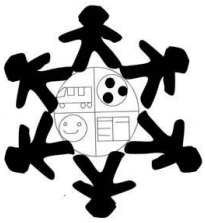
Accounts to be attached to the minutes for transparency.

Helen asked if everyone was happy with the accounts. Anna Fagg proposed, and Sandra Bell seconded that the accounts go through as official

Unanimously agreed

3. Plans for 2018-2019

Helen asked, in terms of expenditure how should it go this year. Jane suggested that we carry on with the things that we always do such as Christmas sweets and Easter eggs and that we need to focus on fundraising activities that make money with minimal effort as everyone is overcommitted with other clubs too.



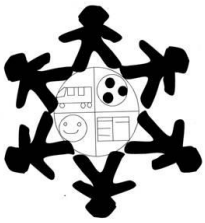
### Proposed fund raising for this year

- Christmas Fair  
It was agreed that a separate planning meeting is required for the Christmas fair to organise tickets and letters to the community  
It was decided the meeting will be held on the 8<sup>th</sup> October at 7:30pm.  
ACTION POINT – Helen to ask Hanna Vasey if she can attend and if she would like it at the School.
- Disco x 2  
It was decided to hold one disco in January as a Snowball Disco and a second Disco in the Summer Term
- 100 Club  
Letters will be sent out in the first week of January – This is to be discussed further at the next meeting
- Bags to School  
ACTION POINT – Jane to find out dates in October/November and then a second collection in April  
Also, to find out if Linen is acceptable
- Refreshments at plays and sports day  
Need to seek permission from Hanna Vasey to serve refreshments at both plays and Sports Day
- Pie n Pea Supper  
Please see previous action point
- Hopper's Sale  
ACTION POINT – Emma Guy to get the form to apply for the sale
- LVA request  
ACTION POINT – Jemma Hogg to find out the timeframes and processes involved in submitting a request to the LVA

Based on previous year's figures this fund raising would give us approximately £3000 - £3,500 for the year.

### Proposed Expenditure

- Class Trips  
It was unanimously agreed to increase the figures for the class trip to upto £400 per class and £400 for the Leaver's trip.
- Residential  
The PTFA agreed to allocate £1,000 to the residential
- Christmas Sweets  
Upto £100 on Christmas sweets



- Easter Eggs  
Upto £100 for the Easter Eggs and Bunny
- Licences and Admin of PTFA  
Approximately £150 required for this to maintain PTFA membership
- External people coming into the School  
Last year we paid for 3 external people/groups to come into school to provide education for all the school Helen Pollard needs to ask Hanna Vasey what her thoughts are for activities/equipment that will enhance the children's school experience for this year. Also, maybe to allow for a spontaneous request if something comes up that aligns with the current curriculum and will be of benefit to the children (for example a museum exhibition).

This could have a total expenditure of £4,450

ACTION POINT – Jemma to put in newsletter date of the Christmas Fayre

ACTION POINT – Jemma to contact newsletter to put in a 'save the date' notice regarding the Christmas Fayre and to invite trade stalls etc to contact us if they are interested

#### 4. Appointment of Chairman, Treasurer and Secretary for 2018-2019

CHAIRMAN – Anna Fagg Proposed Helen Pollard to continue in the role, this was seconded by Sandra Bell  
TREASURER – Jemma Hogg proposed that Jane Barrett continue in the role, this was seconded by Anna Fagg  
SECRETARY – Emma Guy proposed that Jemma Hogg continue in the role, this was seconded by Sandra Bell

All appointments were unanimously agreed

#### 5. Date of next PTFA meeting

Date of next meeting will be on the 8<sup>th</sup> October at 7:30pm at the Fountain

This meeting will mainly focus on the Christmas Fayre

Meeting concluded at 8:50pm