



***Hutton All Saints' C of E Primary School***

## ***Parents' & Teachers' Association***

***Cloughton Way, Hutton, Brentwood, Essex, CM13 1JW***

### **ANNUAL GENERAL MEETING THURSDAY 6 OCTOBER 2016 MINUTES**

All were welcomed to the meeting by the chair person, Sarah-ann Robbshaw

#### **Present**

Sarah-ann Robbshaw, Karalyn Stevens, Jeanette Miller, Vicki Morris, Jess Taylor, Katrina Carter, Louise Purchase, Clare Jones, Angela Jones-Gill, Adele Childs-Perry, Soretha Venter, Charlie Evans, Dan Gowland, Diane Wilson, Tracy Waite, Claire Norton, Gaye Jarvis, Clare Haywood-Biles

#### **Apologies for Absence**

Tracey Jenkins, Jaque Moss, Lorraine Payne, Sheryl Dyson, Dana Dreyer, Theresa Devlin, Melissa Goodwin, Annie Bayley, I Leah Tazzar, Tracy Stocks Wallace, Liz Hare, Hellen Smith-Tun, Emily Penkett

#### **Minutes of AGM held on Tuesday 9 February 2016**

The minutes we handed out to all who attended and it was agreed that the minutes were a true record of the meeting.

#### **Matter Arising for the minutes of the last AGM**

There were no matters arising.

#### **Chair Person's report**

Sarah thanked those for attending this year's AGM.

Sarah gave an overview of what a PTA is and what the aims are for the years going forward. Explaining that although it is about getting together for social events we do need to raise vital funds for the school so that the children can have the luxuries to their learning.

She then went on to say special thanks to the PTA committee, the PTA members and the parents and staff for their ongoing enthusiasm and hard work throughout the year.

Each year the school provides the PTA with a 'Wish List' which details what they would like the PTA to fund.

Last year this included, 16 new iPads with software, £100 per class, to decide what they want for the classroom, Value boards & Door signs, First Aid training for year 6 and the coaches for the annual Panto trip.

Sarah finished her report with personal thanks to Miss Miller for her support and guidance and the school staff for giving the PTA access, time, effort and support at the many events throughout the year. She also gave a special thanks to Mr Carroll who has gone above and beyond to helping the PTA this year.

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***The Parents' and Teachers' Association is registered as a Charity No.: 1061491***

## **Treasurers Report**

Angela started by mentioning the success of the past year and the amount that we have left in the account to put towards Miss Miller's wish list.

She went on to say how popular the events were and that we managed to raise £8649 last year which was fantastic.

Angela confirmed that the accounts have been independently examined by Jane Siebler as required by the Charities Commission and she thanked Jane for this.

## **Head Teachers Report**

Miss Miller started by thanking the PTA for the wonderful experiences they have provided for the children which supports the Christian ethos of the school – such as the Christmas shopping afternoon, designing cards, a first aid course for year 6, school discos and paying for the coaches so all the children can go to the pantomime.

She went on to say that the communication to the parents has been really good this year with new newsletters, the use of parentmail, our website, posters and of course word of mouth.

Easyfundraising has been created and advertised so we hope more will use it to raise money for the school. New local companies have been set up to contribute to our fundraising too – such as 5% of every meal goes to the school from Pink Garlic Indian.

The money raised this year has enabled us to:

- Upgrade/extend class resources, following the children's wishes by giving each class a small budget
- Improve Math's resources across the school from the purchase of some Numicon
- Reduce cost for parents e.g. coaches for the panto
- Give first Aid Training to year 6
- Contribution to improve the new EYFS playground with minibeast hotel, planting tree and new plants for the planters
- Value boards as a visual stimulus to celebrate our Christian values and door signs to aid everyone but particularly children with SEND and visitors to the school
- Enrich the curriculum by purchasing resources for topic weeks
- New iPads are on their way too!
- She thanked everyone who has supported the PTA this year; all those who have given up their spare time with events, run discos or continually run a uniform shop-it is much appreciated.

Miss Miller went on to thank everyone who has supported the PTA and was pleased with the work that the new chair and vice chair has achieved including the new events, the Queen's birthday celebration and the welcome picnic.

Without the PTA's hard work and commitment to our school we would not have such a strong community spirit, the children would certainly miss the wonderful and fun events that are held for them and our school would not be the same. She said she looks forward to the year ahead, working with new and old members, creating new fundraising ideas together and contributing to this association that is very special to Hutton All Saints' School.

## Election of Committee Members for the year 2016/17

Position	Name	Nominated By	Seconded By
Chair	Sarah Robbshaw	Vicki Morris	Karalyn Stevens
Vice Chair	Karalyn Stevens	Angela Jones-Gill	Katrina Carter
Treasurer	Angela Jones-Gill	Karalyn Stevens	Dan Gowland
Secretary	Tracey Jenkins	Charlie Evans	Adele Childs-Perry

There being no other nominations each of the above were duly elected.

Clare Haywood-Biles and Gaye Jarvis will be stepping down from running the uniform shop. It has been agreed that Katrina Carter will attend the next uniform shop on 11<sup>th</sup> November to see how it is run in order to take over in the future, along with help from the other committee members.

We would like to Thank Claire and Gaye for their dedication and commitment to the school uniform shop.

Tracy Waite, Claire Norton and Diane Wilson will continue to run the Year 6 Performance bar and the Christmas Shopping afternoon but will hand the school disco's over. We would like to thank Tracy, Claire and Diane for many fun discos.

### Committee Parent Members

Vicki Morris  
Charlie Evans  
Melissa Goodwin  
Heidi Neale  
Adele Childs-Perry  
Kelly Lamb  
Katrina Carter  
Lucy Keefe  
Tracy Waite  
Claire Norton  
Diane Wilson

### Committee Teacher Members

Jeanette Miller  
Emily Penkett

### Miss Millers Wish List

Miss Miller has submitted a wish list to be funded by the PTA, this list includes:

First aid – Year 6 Training  
Panto Coaches  
Class budget – £100 per class  
Topic Day/week anti bullying workshop - £800  
16 New Laptops - £8,160 plus admin charge  
Dictionaries for upper juniors – £180  
Espresso subscription - £1500 (approx.)

Voting to take place at future meetings.

## Any other business & Questions

The names & photos of all of the Class representatives will be published in DASH so that people know who their class contact is.

Apple	Adele Childs-Perry
Pear	Heidi Neale
Lime	Charlie Evans
Cherry	Melissa Goodwin
Beech	Adele Childs-Perry
Pine	Vicki Morris
Willow	Kelly Lamb
Sycamore	Lucy Keefe

- Another quiz night was suggested by Dan Gowland. We have the race night next week & a potential bingo night for next year but would definitely look to add in a quiz. Jess Taylor was going to see if she can get someone to help us get a quiz.
- Tracey Waite is running the Christmas shopping afternoon, she still needs items to sell, preferably that costs £1 or less.
- Adele Childs-Perry to source a Christmas tree for use at events over the December period.
- It was brought to the PTA's attention that not all parents know what the PTA raises funds for so we'll try some extra forms of communicating including a thermometer to show how much we have got and need to raise and what for
- A new notice board is going to be bought to replace the one in bad repair at the pear/year5/6 gate. Kevin Childs-Perry to supply the PTA with a quotation.
- Next year for the summer fun day we are going to need 2 gas BBQ's. Miss Millers partner has already been nominated to run them.
- School football goal post need replacing - Miss Miller thinks this might be able to be funded from the PE budget.
- Dan Gowland to supply the Office with contact details and leaflet for the year 6 first aid course

## Next Meeting

The next meeting is on Wednesday 19 October at 6:30 to start making plans for the Christmas Fayre. We look forward to seeing as many of you there as possible.

Future meetings will be a mixture of before the end of school i.e. 2pm and evenings to try and help as many people attend as possible.

The meeting was closed with the Chair Sarah thanking everyone for attending, it was a good turnout.

Next event is the Race night on Friday 14 October