

The Swanage School PTA

Annual General Meeting Minutes Thursday 20th September 2018.

Held at The Swanage School / The Globe Inn, Swanage

ATTENDEES / APOLOGIES

Attendees: Andrea Carter, Nicky Gaynor, Louise Gray, John Lejeune, Kelly Norman, Eva Porsch, Sarah Shepherd, Helen Sumbler.

Apologies: Mandy Best, Tara Ferrari, Laura Gray, Tracey Holmes, Nikki Lardner, Amanda Rowley, Catherine Starmer-Howes, Marian White, Christine Wylie.

1. WELCOME AND INTRODUCTIONS

Helen distributed an AGM meeting documentation pack to all attendees.

John and Helen welcomed everyone, and all were introduced.

Helen reported that Tracey Holmes and James Peacock have now formally resigned from the PTA, and recorded the PTA's thanks to these two invaluable staff members on the committee for the last few years. She also recorded the PTA's thanks to Lesley Chapman and Natasha Norman, who both resigned from the committee during the past school year, for their contributions to the work of the PTA.

Helen also passed around an Attendance List for completion by all attendees, and advised that the PTA needs to make sure it is compliant with GDPR, hence the addition of a column to this sheet to record permission for the PTA to store the attendees' information until the next AGM. Helen advised this is one of three areas where, as secretary, it would be helpful to have some support over the next year, if possible. The other two are with undertaking Risk Assessments and making sure we fully understand our responsibilities with respect to compliance with safeguarding requirements.

On the subject of Safeguarding, Helen advised that a potential issue came up towards the end of last year where the lack of DBS checks for PTA committee members might have precluded us from hold an event. She proposed that DBS checks should be carried out on all committee members, and all agreed we should do this.

2. MINUTES OF THE LAST AGM

Helen voted these be accepted as read, John seconded.

3. CHAIR'S REPORT – JOHN LEJEUNE

Please see attached document.

4. TREASURER'S REPORT – HELEN SUMBLER

Please see attached documents.

Part way through the Treasurer's Report, the PTA was asked to leave the school as the building was being locked up, and so the meeting was then paused and reconvened in The Globe Inn.

5. NOMINATION FOR AND ELECTION OF OFFICER MEMEBERS ON THE COMMITTEE

Prior to the nominations for the Officer Roles, Helen briefed the different types of Committee Member – Officers, Ordinary, and Co-opted. She stated that the minimum of Officers roles with which it is possible to operate as a PTA is two; usually a Chair and a Treasurer.

She advised that, if the PTA voted to adopt the Parentkind Model Constitution and formally register as a charity, any Officer Members would automatically become the Trustees of the charity, although other members could also be Trustees if they would like to. Trustees need to be fully aware of their responsibilities, and Helen offered a pack of role information about Trustee duties for anyone interested in taking on an Officer role, or just being a Trustee. Of the attendees, only John and Helen were prepared to take on a Trustee role, and both are already aware of a Trustees duties.

With this in mind, the following were all unanimously voted in to their respective positions for the following year:

Chair and Trustee – John Lejeune – nominated by Helen Sumbler, seconded by Kelly Norman

Treasurer / Secretary and Trustee – Helen Sumbler – nominated by John Lejeune, seconded by Sarah Shepherd

In addition, Sarah will take on an Honorary Secretary role, and take on responsibility for producing meeting minutes, allowing Helen to address GDPR, Risk Assessment and Safeguarding issues.

It was agreed the committee would not have the role of Vice Chair for this year. If John cannot attend meetings, one of the meeting attendees would be nominated to Chair the meeting instead.

All attendees agreed they would like to join the committee as Ordinary Members, and so are able to vote on decisions at meetings.

6. QUESTIONS

A question was raised about the number of PTA meetings, and Helen and John advised that the committee do not have a regular schedule of meetings, but meet as required to organise events. Usually the date of the next meeting is agreed at the end of each meeting.

OTHER QUESTIONS???

7. POTENTIAL CONVERSION TO PTFA / FRIENDS ASSOCIATION

Helen had distributed in the AGM meeting documentation pack a copy of the Parentkind Model Constitution for everyone to review ahead of an adoption vote. She briefed that, as far as the committee was aware, the PTA did not have a constitution, and that if an old one was later discovered, the Parentkind one, if adopted, would supercede it. She also briefed that changing to a Friends Association would allow the committee to include members of the community to join who are not parents / carers of children at the school, or school staff.

The proposal was then put to the meeting regarding adoption of the Parentkind Model Constitution, conversion to a Friends Association, with the new name of Friends of The Swanage School, and appointing John Lejeune and Helen Sumbler as Trustees. This was unanimously agreed, and John and Helen duly completed the Model Constitution and Trustee Eligibility Declaration documents.

Helen will process these documents with the Charity Commission, investigate registering with HMRC and look in to changing the name on our bank account as a result of this.

8. MINUTES OF LAST ORDINARY MEETING 7th JULY 2018

RECENT EVENTS:

Non-Uniform 31 October

Helen advised £469.95 has now been transferred into the PTA's bank account from the school for this event.

Sports Day Tuesday 10th July

This raised a total of £184.38.

Celebration of Learning Thursday 12th July

This raised a total of £214.83.

Non-Uniform and Cake Sale Friday 13th July

This raised a total of £224.84.

Challenge Week Camping Tuck Shop Thursday 19th July

This raised a total of £21.93

All these events gave an excellent boost to our funds at the end of the school year, and thanks go to everyone who helped us raise this money.

NEXT EVENTS:

Colour Run

The possibility of running this event was discussed, and it was concluded that this was not really viable, especially as the colours might cost us £400. Instead Kelly will discuss what kind of event Chris Lewis, as the PE lead at the school, might like to help us run.

Family Bingo Night Friday 2nd or Friday 9th November

It is proposed that we try to run a bingo night at the British Legion; Kelly is going to speak to them about whether either of the proposed dates would be convenient, and feed back via the Facebook Messenger group.

FINANCES AND PURCHASES MADE / PROPOSED

Bank balance	See attached
Float	See attached
Sub-total	See attached
Total	See attached

The storage unit is still not fully empty, and some trees need to be cut down to allow it to be moved. Kelly has spoken to Tristram about this and he is arranging for this to happen. Until the unit is moved, the £1,800 committed for the table tennis tables cannot be spent.

Further to the last meeting, the PTA has paid £150 for three shade sails. A further sail has been offered for £40, and Kelly's sail is a similar size to the original three, so the proposal is to offer Kelly £50 for her sail. Everyone agreed to spend a further £90 on the shade sails (Kelly abstained). Nikki is arranging with one of the parents for these to be erected. Helen is to sort out paying for the two extra sails.

John proposed that the PTA pay for some mature trees at the front of the school; all were generally in agreement with this. It was suggested that we run one or more events to specifically raise money for this, getting the children involved to give them a sense of ownership of any trees that are planted. This is to be discussed further at the next meeting.

We need a second signatory on our Lloyds account, and Kelly is still happy to do this. Helen and Kelly to meet to sort out the online form.

9. MINUTES OF LAST ORDINARY MEETING 7th JULY 2018

See above.

10. ANY OTHER BUSINESS

Following a few issues with communication between the PTA and the school, and in the absence of a staff representative at the AGM, and potentially no school staff representative on the committee and / or at PTA meetings, it was agreed we need a meeting with Tristram, and other school staff as required, to discuss whether any staff would like to be on the committee and attend PTA meetings, how we can improve communication and the best approach to liaising with the school about event dates. John can only do Friday afternoons, and John and Helen to try to arrange a date asap.

Kelly's contact at the White Horse has agreed to run a fundraising event for us, either in March or October 2019, which is great news!

Helen to sort out contact details list for the next meeting. We also need to update our Facebook Messenger group to add our new members.

11. DATE OF NEXT MEETING

A date was not set for the next meeting pending a date for a meeting with the school and a confirmed date for the bingo.

Minutes by: Helen Sumblar, 24th September 2018.