

**Minutes of the PTFA AGM and Committee Meeting
Tuesday 10th January, 2017
Uffculme Primary School
6.30pm – 8.30pm**

Present:	<p>Chair: Amanda Weldon (AWE), Vice-chair: Nicola Bennett (NBE), Secretary: Kelly Smith (KSM), Treasurer: Rachel Tucker (RTU), Event admin: Polly Hallchurch (PHA), Jemma Wilson (JWI), Staff representative: Claire Hayman (CHA), Mel Hector (MHE), Jenna Phillips (JCP), Kelly Smith (KSM), Maggie Maddicks (MMA), Sarah Coulibaly(SCO), Emily Fishleigh (EMF), Becky Little (BEL) Jo Dentith (JDE) - Headteacher</p> <p>NB Committee members entitled to vote are in bold.</p>
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1	Apologies and Welcome	Owner	Date due
	<p>Apologies received from Sarah Squire. All Committee members were present. Becky Little and Emily Fishleigh were welcomed to the meeting.</p>		
2	<p>Annual General Meeting (AGM) with a quorum of 5-9 voting members the AGM could take place.</p> <p>AWE opened the meeting and asked JDE to chair the proposals and election of a Chair. JDE started by thanking all the existing members of the Committee for all their hard work since our last AGM.</p> <p>JDE asked if AWE would be prepared to stand as Chair for a second year. AWE accepted the proposal, though did stress that if another Committee member wishes to take on the role in due course, she would be willing to step down – aware of her role as a full-time member of staff and with a considerable number of other roles in the community. Following some discussion, the following was agreed:</p> <p>AWE – in the role of Committee Chair (Proposed JCP / seconded RTU) NBE – in the role of Committee Vice-Chair (Proposed RTU / seconded MHE) KSM – in the role of Secretary (Proposed JWI / seconded SCO) RTU – in the role of Treasurer – for one year only (Proposed SCO / seconded PHA)</p> <p>AWE took over Chair of the meeting from this point. All existing Committee members were asked to step down from their roles.</p> <p>There have been no Committee members expressing a wish to continue on the committee who could not attend, so the following appointments were made:</p> <p>Officers and Committee members for the forthcoming term are:</p> <p>Officers Amanda Weldon – Parent Member/ staff, Chair Nicola Bennett – Parent Member, Vice-Chair Rachel Tucker – Staff Member, Treasurer Kelly Smith – Parent Member, Secretary</p> <p>Committee Members: Polly Hallchurch – Staff member – Event admin / PTFA email Claire Hayman – Staff member Jemma Wilson – Staff/Parent member Sarah Coulibaly – Parent member Mel Hector – Parent member Maggie Maddicks – Parent member Jenna Phillips – Parent member Emily Fishleigh – Parent member</p> <p>This represents a full current Committee = 12 voting members. JDE serves on the Committee in her role as Head Teacher, but is not a voting member.</p>		

	<p>AGM Minutes of 10.11.15 had been distributed and were checked and approved. Proposed by NBE, seconded by JCP.</p> <p>Treasurer's report of audited accounts RTU distributed the Audited accounts, showing the financial position as at 31 December 2015. RTU notes that the expenditure was much higher during the year due to a number of school improvement initiatives, however this had been reconciled by the year end as the financial records showed a balance at year end of £6,202.50. The accounts have been audited by Susie William (Hon. Auditor).</p> <p>RTU suggested that the PTFA investigate potential charitable donations / sponsors that may be found amongst our parent body. A future consideration.</p> <p>The approval of the Audited accounts was proposed by NBE and seconded by JCP.</p> <p>Review of the Constitution – as revised in 2014. It had been agreed that the Constitution would be reviewed and checked at each AGM and amended if necessary. AWE read through the existing document and a number of small changes were made to better suit the work of the Committee at present.</p> <p>The Constitutional changes were approved by those present. Proposed by MHE, seconded by JWI.</p>	<p>RTU to consider drafting a letter to parents</p> <p>AWE to make changes and circulate for approval</p> <p>RTU will then lodge new Constitution with the Charities Commission</p>	<p>Within 14 days</p> <p>Asap and before next meeting on 14.3.17</p>
3	<p>Chair's report 10.11.15 – 10.1.17 AWE gave a summary of the main work of the PTFA during since the last AGM. The report is attached. She thanked all the existing Committee and additional parent volunteers for all their tremendous efforts and support over the past 14 months.</p> <p>It was noted in the report that the 'Who are we in the PTFA?' PR leaflet will need to be completed and now updated with our new Committee members.</p> <p>JDE thanked AWE for all her work since becoming Chair.</p>	<p>PHA to update and contact new members asap – then forward to RTU</p>	<p>Asap</p>
4	<p>Previous Minutes and Matters Arising from meeting 8.11.16 -The Christmas hampers had been a great success, if continued, the contents of each hamper could be mixed to have items from each of the class themes. -School Christmas cards, produced 'in house' and designed by the children was raised as a relatively simple and affordable fundraiser for 2017. There was some discussion about the best way to manage this to maximise the attraction of the product to the parents and it was decided that this should be a main agenda item at our meeting in September 2017. -Cook book – fundraiser – to be discussed at our next meeting in March 2017. Previous Minutes approved: Proposed by SCO, seconded by JCP</p>	<p>AWE to include on Agenda</p> <p>AWE include on Agenda</p>	<p>Sept 2017</p> <p>March 2017</p>
5	<p>Treasurer's report RTU circulated the Statement of Accounts as of 10.1.17. At the end of the year the available funds was just under £3000 thanks to our fundraising efforts and the generosity of PTFA members keeping expenses low. -The accounts revealed a sum of £3000 committed for the path constructions – this payment has not yet been made. The PTFA are not happy with elements of the work carried out. This is an on-going issue which is known both to the PTFA and Uffculme School. PTFA Committee have asked for a breakdown of the costs to lay the path, posts and install the gate. RTU is still awaiting an invoice for this work before payment can be made and JDE will request a breakdown in the costs for the PTFA. -£300 has also been committed for the purchase and installation of a shed on site. JDE reported that this should be ready and placed on site within the next 2 weeks.</p>	<p>RTU</p> <p>JDE</p>	<p>Asap and report at meeting in March 2017.</p>
6	<p>School news and updates JDE updated the meeting on a number of school events and projects: -Collapsed curriculum day had been a great success and the draft Action Plan from the day was circulated to view. It included a summary of the ideas from the children on the day. The</p>	<p>JDE</p>	<p>Update meeting when required</p>

	<p>next collapsed day will be on Friday 31st March, 2017 and the children voted to name the day 'Dirt Day'. On the first day, the children worked in 4 groups and focussed on the school outside areas for development and improvement – Pond area, trees, garden areas (beds) and woodland areas.</p> <p>The shed – this would be happening very soon, -2 trees have already been cut down to allow an area to be cleared and tidied –the wood will be used for seats, -a parent has offered help by giving 2 free days of man power to pull up the existing pond liner and replace it with a new and more suitable liner. -one group of children would be visiting the 'Children of the Forest' for ideas and Lewis (Children of the Forest) will be spending more time at the school advising on ways to develop and implement the ideas. -the children would like to see - a willow man in addition to the dome construction, -lavender box plants, -the Christmas tree has already been planted outside, -welly plants, -tarpaulin construction over the fire pit area. JDE reported that there will be safety issues with many of these ideas and a possible small risk of vandalism of equipment installed. At this stage of the planning the involvement and support of the PTFA has not been requested, though it is likely that there will be some financial requests in the future.</p>		
7	<p>Requests for PTFA monies No requests have been received.</p> <p>JDE asked the meeting to consider 2 possible financial requests, as follows: -the purchase of 4 balance bikes of approx. £100 per bike for Reception. Reception will be undertaking 'Balance ability' which is similar to Bikeability in KS2. SCO questioned the aim and benefit of the bikes and JDE outlined that they can aid with fine motor skills and building confidence, whilst providing much fun. After some discussion, the meeting agreed that we would await more information from Balance Ability personnel on their recommended bikes, make and model.</p> <p>-AR books – CHA and JDE outlined the need for more AR reading books for the lower levels where a gap has been identified with Lower Years books at Levels 2 and 3. CH proposed a purchase of approx. 100 books and requested funding of £500. This was agreed by those present and proposed by NBE, seconded by JWI.</p> <p>-A further request was made for a PTFA contribution to help with the funding of a West End theatre group performing in school to coincide with World Book Day. The school is favouring outside groups visiting school rather than trips out, largely due to the cost of trips involving buses, but also to enable a larger number of children to benefit at a lower cost to parents and the school. CH requested a grant of £100 which was approved and proposed by SCO, seconded by MHE.</p>	<p>JDE</p> <p>RTU – payment CH -order books</p> <p>RTU - payment</p>	<p>Report to meeting in March or request for money</p>
8	<p>Forthcoming events</p> <p>-RTU said that she was happy to run another Bingo fundraiser but preferred to look at the week beginning 24th March.</p> <p>-AWE reported that the date for the Fete needs to be confirmed. She is still awaiting a response about any football events in June. SCO offered to contact the football club and report back to AWE ASAP as we need to start the sub-committee planning for this in February.</p> <p>-Family fun walk – NBE will look again at possible dates and present further plans for this event at the next meeting.</p>	<p>RTU to confirm date</p> <p>SCO to contact AWE</p> <p>NBE</p>	<p>AWE to circulate to PTFA</p> <p>ASAP to AWE 14.3.17</p>
9	<p>Emergency Any Other Business</p> <p>-PHA – reported that she had been having problems with the website and PTFA email recently. RTU suggested that the new weblink may have affected this. PHA to try PTFA@uffculmeschool.net and liaise with RTU if problems continue.</p> <p>-Becky Little gave the meeting details of a possible family social weekend that could be organised by the PTFA for the families of the school at Woodlands. There are some excellent offers for families to camp together with access to the park. This was also recommended by several other members of the PTFA. Becky provided written details for future consideration.</p>	<p>RTU and PHA</p> <p>AWE to circulate</p>	<p>Discuss at future meetings</p>
10	<p>Date, Time and Venue of next meeting Tuesday 14th March, 2017 at 6.30pm – Uffculme Primary School</p>		

Distribution:

UPS school website

**Email to school email to forward to all staff
PTFA noticeboard**

Attachments:

Chair's report

Proposed amendments to the Constitution