

**Minutes of Great Crosby Primary School PTA Annual General Meeting**  
**4<sup>th</sup> December 2017**

**Present:** Becca Tangney (sec), Dave Blakey (treasurer), Pat Speed (head), Denise Wright, Andy Mcgeer, Jenni Ryder, Claire Croxford, Michelle Glendenning (chair), Sarah Tonks, Jim Prayle (vice chair), Carolyn Solkin, AnneMarie Kelly, Angela Douglas, Lucille Jones,

1.	<p><b>Apologies</b> Michelle Suarez – Jones, , Janine Booker, Katy Archer, Tina Cooney (social sec), Susie Boden(social sec), Cath Smith (social sec), Victoria O'Connor, Paula France, Sharon Mordecai</p>
2.	<p><b>Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>• The group introduced themselves to new attendee.</li> </ul>
3.	<p><b>Chairs report</b></p> <p>MG thanked everyone for all their hard work over the previous 12 months and discussed the importance of the wider school community in their support and attendance of events. A brief rundown of the events held in the last 12 months was given (see attached financial statement)</p>
4.	<p><b>Treasurer's Report and Presentation of Accounts</b></p> <p>DB gave a brief presentation of the year's accounts (see attached financial statement) including funds raised and money's spent. There is £14,000 in the bank as of the 4<sup>th</sup> December 2017 with funds promised to;</p> <ul style="list-style-type: none"> <li>• A new fish tank – quote being prepared</li> <li>• Playground regeneration – school council to provide wish list by end of term</li> <li>• Balance of ball payment to Formby hall</li> </ul> <p>Once all payments settled, balance to be displayed as a visual chart in reception area so that fund raising for the year 6 classroom renovations can be tracked by the school community.</p>
5.	<p><b>Election of Officers</b></p> <ul style="list-style-type: none"> <li>• Chair : Michelle Glendenning</li> <li>• Vice Chair: Jim Prayle</li> <li>• Treasurer: Dave Blakey</li> <li>• Secretary: Becca Tangney</li> <li>• Social Secretaries : Tina Cooney, Susie Boden , Cath Smith (None present – to confirm next meeting that they are happy to continue)</li> </ul> <p>Discussion around how to increase attendance at PTA;</p> <ul style="list-style-type: none"> <li>• Bring a friend - to meetings/ events to help</li> <li>• Year reps as for the parents forum</li> <li>• Sub committees for large events such as Christmas and Easter fayres</li> </ul> <p>MG informed the group that she would be stepping down as chair at the end of</p>

	the school year. An Extraordinary General Meeting to be arranged to sort out replacement.
6.	<p><b>A.O.B</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Christmas Fayre</b> <ul style="list-style-type: none"> <li>○ Huge success</li> <li>○ £3479.50 raised in profit</li> <li>○ Suggestions for next year <ul style="list-style-type: none"> <li>▪ Move entrance to door by Steve's room to manage flow better and maintain temperature in hall</li> <li>▪ Raffle will need table by itself</li> <li>▪ Separate meetings for fayre to encourage interested parties to get involved sooner.</li> </ul> </li> </ul> </li> <li>• <b>Breakfast With Santa</b> <ul style="list-style-type: none"> <li>○ 55 places for 2 slots – nearly sold out</li> <li>○ To set up tables on Friday after breakfast club disco</li> <li>○ Shopping to be done JR, ST</li> <li>○ Colouring activities and pencils to be provided</li> <li>○ Left over lucky dips to be used as spot prizes –heads and tails, quietest child (!) etc.....</li> <li>○ Tinsel pull box to be used as post box for xmas letters</li> <li>○ Play group urns to be used for parents</li> </ul> </li> <li>• <b>Christmas Parties</b> <ul style="list-style-type: none"> <li>○ £1 per child to be provide</li> <li>○ Request that PTA do shopping for whole school from member of staff. Decided that this was too difficult to arrange and PTA to just provide money as in previous years.</li> </ul> </li> <li>• <b>Christmas Gifts</b> <ul style="list-style-type: none"> <li>○ Office staff x 4</li> <li>○ Steve and John</li> <li>○ JP to sort out</li> </ul> </li> <li>• <b>Charity Update</b> <ul style="list-style-type: none"> <li>○ CC shared information re: charity status <ul style="list-style-type: none"> <li>▪ Governance document to be read by all</li> <li>▪ All Responsible for decisions made around spending of funds not just main officers (MG, DB) or named Trustees – Carolyn Solkin, Jim Prayle, Andy McGeer.</li> <li>▪ Charity number need to go on all documents and communications</li> </ul> </li> </ul> </li> </ul>

**NEXT MEETING : Tues 16<sup>th</sup> Jan 2018**