

# The Annual General Meeting of Mordiford School PTFA

24<sup>th</sup> September 2018

1. Present: Debbie Matthews (DM), Chris Plant, Julie Homersley (JH), Michelle Storrer, Jodi Betteridge, Kerri Finney (KF), Toni Chave, Victoria Budden, Carol Wellstead, Rebecca Watkins, Vaika Brazotaiene, Georgia Paul, Victoria Oaten, Danika Shaw (DS), Maria Fernandez, Emma Largesse & Louisa Tobin (LT).
2. Apologies: Sian Edwards, Erika Haughton, Olly Thompson, Al Watson, Chanelle Knapp, Esher Taylor, Laura Plant and Kerry Rowlatt.
3. Debbie Matthews welcomed everyone to the meeting and gave the Chairperson's report of the 2017-18 year. (see attached)
4. The Treasurer's report on the 2017-18 year was given by Chris Plant (see attached).
5. Head Teacher's Report:  
Miss Finney noted that 2017-18 had been another very successful year for the PTFA. KF thanked the committee for 'rallying the troops' to put on so many social events for children and parents. She also thanked all the parents who have supported events throughout the year.

KF noted that the Summer event was particularly special as Year 6 had been able to get involved and the Christmas cards made by the children was a good new addition to the fundraising effort.

KF highlighted that the PTFA made a significant contribution to the vibrancy of the School, which made the School stand out from others. She noted that the School staff really appreciate the PTFA's efforts as well.

Looking ahead, KF noted that the Erasmus visit would be a big event for the School and one which the PTFA could get involved with. She also talked about the plans to develop the outside space which would also present opportunities for PTFA involvement.

6. Constitution. Ahead of the standing down of the committee, DM noted she had reviewed the PTFA's constitution which, having been adopted back in 2000, no longer suited the current functioning of the PTFA. Any new committee would need to draft a new constitution for approval by the members and new Trustees would be needed. These should be key members of the committee. As she had a good understanding of what was required, DM said that she was happy to co-ordinate this project.

As part of the review of the constitution and ahead of appointing the new committee, there was discussion around how the committee might be formed in order to share out some of the responsibilities of the Chair. It was suggested that the role could be divided into three – a Fundraising Chair, an events Chair and Communications Chair. This was agreed.

7. Standing down and election of officers and committee:

All officers stood down and Miss Finney took over the meeting. Nominations were invited for the committee positions:

### **Committee**

- Fundraising Chair - Debbie Matthews  
Nominated by Julie Homersley & seconded by Louisa Tobin
- Events Chair – Toni Chave  
Nominated by Victoria Budden & seconded by Jodie Betteridge
- Communications Chair – Danika Shaw  
Nominated by Louisa Tobin & seconded by Emma Largesse
- Secretary – Julie Homersley  
Nominated by Debbie Matthews and seconded by Toni Chave
- Treasurer - Chris Plant  
Nominated by Debbie Matthews & seconded by Julie Homersley

### **Sub Committees:**

- Events Committee: Toni Chave (Chair), Carol Wellstead, Jodie Betteridge, Louisa Tobin and Victoria Budden.
- Fundraising Committee: Debbie Matthews (Chair) and Emma Largesse

### **New Trustees**

Louisa Tobin, Chris Plant and Julie Homersley agreed to become the new Trustees of the PTFA.

### **Year Group Reps**

Reception Reps: Georgie Paul & Rebecca Watkins

Year 1 Rep: Victoria Oaten

Year 2 Reps: Jodi Betteridge & Carol Wellstead

Year 3 Reps: Toni Chave & Victoria Budden

Year 4 Reps: Sian Edwards

Year 5 Reps: Louisa Tobin & Jodie Betteridge

Year 6 Reps: Carol Wellstead

### **Constitution**

Debbie Matthews, Chris Plant and Julie Homersley to work on drafting the new constitution.

## **Chairperson's Report – 2016/17**

I'd like to begin this report by offering my sincere and heartfelt thanks to all the people who have organised events, volunteered for positions of responsibility, run errands, balanced the books, come along to meetings and filled in surveys, followed us on Facebook, baked cakes or cooked hotdogs or otherwise got involved with the things Mordiford PTFA has been part of this year. Without you, we wouldn't exist. We are incredibly grateful to everyone who helps out each year not only to support our fundraising but to give our children lasting memories of community events from their time at school.

We receive tremendous support from the school in return for our fundraising. Miss Finney attends every meeting and is always on hand to advise, assist and steer and we are extremely grateful for her enthusiasm and practical input. The teaching and support staff give their time to help the PTFA by making Christmas cards and crafts, manning the gates on Bonfire Night and going in the stocks at the Summer Fair, encouraging the children to sell raffle tickets and plan stalls they can run themselves, encouraging responsibility and whole-school participation. The office staff are brilliant at helping us communicate with everyone and selling tickets to events, and although we try not to leave the kitchen in a mess Mrs Scotford is always good at forgiving us when we do. We are very grateful.

In the last year, Mordiford PTFA ran the following events:

Spooky Disco, run by Year 5

Bonfire Night, a whole-school effort co-ordinated by Year 4

Christmas Craft Fair, run by Year 2

New Year Bingo, run by Year 6

Easter Egg Hunt, a joint effort between Year 1 and Year 3

Afternoon Summer Fun, run by Year 6 children and stalls by year groups

The money raised from all these events will go straight back to benefit the children at school. In the last year, each year group received £200 towards a class trip, £200 towards the cost of their coach to swimming lessons and every child had a trip to the pantomime at Christmas. In addition we funded library subscriptions and the Music Wider Opportunities programme, which allows each child in Year 4 the chance to learn a musical instrument for a whole academic year. Without the PTFA, and with school budgets stretched to capacity, some things would stop being affordable and the children would miss out.

In the last year, we also ran a survey to discover how people felt about the PTFA and what we might do better. A few headlines:

80% said that funding for class trips to support curriculum topics is 'Essential' or 'Important'.

79% said the same for swimming transport. This is good news as it accounts for almost 50% of how we allocate our fundraising every year.

89% say that the music wider opportunities programme, where a whole year group learns an instrument together across an academic year, is either 'Important' (32%) or 'Nice to have' (57%). Each year we give £1,000 towards this for our Year 4 pupils.

76% say that the Christmas whole-school trips are 'Important' (29%) or 'Nice to have' (47%). Last year the whole school attended the pantomime at the Courtyard which the PTFA helped to fund.

86% of respondents say fundraising for specific projects such as IT, playground equipment or sports is 'Essential' or 'Important'. Currently we do not fundraise for specific items after our committed payments to school have been accounted for as there is no money in the general budget for this. It's interesting that specific projects might be supported, however, so we can explore ways to go about this.

When we asked for comments on our communication, most responders said it was good, some said it was excellent and most agreed nothing needed to change. Year group WhatsApp groups were most popular.

However, of a school of 160 pupils, we got only 38 responses. It was an online survey accessed by clicking a link. We advertised it on Facebook, via Parentpay emails, asked class reps to promote it, we put in the school newsletter, and we offered a prize. If we count just 1 parent per pupil, to account for sibling groups, and we don't count the teaching staff, that's a response rate of just 23%.

87% of people who filled in the survey were mothers. Only 11% were fathers. 3% were teachers.

55% of the people who responded would never come to a PTFA meeting. Only 13% would come on 'most occasions'. Responses as to why varied from meeting times being inconvenient

(although as one respondent noted, you'll never please everybody) to not being sure what the PTFA was about or being happy to help out but not 'be involved'.

After two years as Chair it is now time to elect a new committee of members to steer the PTFA. Many hands make light work, and fresh ideas and new volunteers would be very welcome indeed. There are lots of ways to make a difference and the roles and responsibilities of positions on the committee can be divided to play to people's strengths, so if you think you can offer a little time on a semi-regular basis, please do consider putting yourself forward.

The children at Mordiford really do benefit in many ways from the efforts of the PTFA - from seeing the value of volunteering, to enjoying the fun events, to getting extra educational opportunities - so I hope 2018-19 will be another fantastic year.

Debbie Matthews,

and on behalf of Co-Chair Michelle Storrer

## Treasurers Report 2017/18 to financial year end 31 August 2018

The PTFA has had another good year, generating a surplus on in year normal activities of **£1,033**

This surplus has been drawn by accounting for Income generated from all of the events and income generating schemes during the financial year to August 2018, this totals **£9,974**

From this income the direct costs associated with events needs to be deducted, this totalled **£3,210** giving a net fundraising total for the year of **£6,764**

The main four income generating events during the year were the Bonfire Night, Easter, Summer Fair and Christmas Craft, generating a combined profit of **£4,740**. Bonfire Night raised £513 more profit than in 2016/17, this was due to more income as costs remained the same

This profit was used during the year to support the school by helping to fund a range of costs, including;

School Trips 2017/18	£	1,400
Swimming Coaches 2017/18	£	1,400
Wider Ops Yr 4 Music 2017/18	£	1,000
School Magazine	£	220
Christmas Trips 2017/18	£	1,500
	£	<u>5,520</u>

The Bank accounts remain in credit there is £7,621 in the current account and £1,835 in the Business Reserve, a total cash holding of **£9,456**, there was a transfer from the business reserve to the PTFA current account of £900 in October 2017

The PTFA is asked to consider what level of funding commitment it wishes to make to the school in 2018/19, in order for this to happen what are the main events planned for 2018/19 to support this level of commitment or does the PTFS wish to run down some of its retained reserves

The PTFA is also asked to consider whether it wishes to use any of the retained cash reserves to fund any one off initiatives. E.g. IPADS, Music Equipment, Sports Equipment, Projectors

	Income		Expenditure		Profit
<b>Bonfire</b>	£	4,571.54	£	1,834.48	<b>£ 2,737.06</b>
<b>Easter</b>	£	1,045.28	£	180.53	<b>£ 864.75</b>
<b>Bingo</b>	£	501.42	£	211.70	<b>£ 289.72</b>
<b>Spooky Disco</b>	£	273.00	£	43.00	<b>£ 230.00</b>
<b>Refreshments</b>	£	152.04	£	51.05	<b>£ 100.99</b>
<b>Summer Party</b>	£	604.80	£	155.00	<b>£ 449.80</b>
<b>Christmas Craft</b>	£	972.69	£	284.59	<b>£ 688.10</b>
<b>Uniform Sales</b>	£	115.00	£	-	<b>£ 115.00</b>
<b>50:50</b>	£	799.00	£	449.40	<b>£ 349.60</b>
<b>Rags 2 Riches</b>	£	440.20	£	-	<b>£ 440.20</b>
<b>Giving Machine</b>	£	20.00	£	-	<b>£ 20.00</b>
<b>Miscellaneous</b>	£	478.92	£	-	<b>£ 478.92</b>
	<b>£</b>	<b>9,973.89</b>	<b>£</b>	<b>3,209.75</b>	<b>£ 6,764.14</b>

**Minutes of Mordiford CE Primary School PTFA Committee Meeting**

**Monday 24<sup>th</sup> September 2018**

		<b>Actions</b>
<b>1.</b>	The minutes from the last meeting on 30 April 2018 were agreed and signed	
<b>2.</b>	<p><b>Review of the Summer Term's events</b> The Summer Fete, which raised £449.80, was agreed to be a great success and was very much enjoyed by the children. Year 6 children really liked getting involved in running the games. It was agreed to get them involved more in the future.</p> <p>There was discussion around a summer event for 2019 involving all year groups. Possibly a larger scale event held on a Saturday.</p>	Events committee to consider
<b>3.</b>	<p><b>School wish list/Committed payments</b> There was discussion around whether to maintain the same level of committed payments taking into account feedback from the PTFA survey. It was agreed to keep the same committed payments which equates to around £5500 of fundraising. The committed payments are:</p> <ul style="list-style-type: none"> <li>• School Trips -£10 per child</li> <li>• Swimming Coaches - £10 per child</li> <li>• Wider Ops – Yr 4 music - £1000</li> <li>• School magazine subscriptions - £220</li> <li>• Christmas Trip - £10 per child</li> </ul> <p>As the PTFA currently have funds of £7621 in the main account, there will be enough left over to fund something else in the region of £1900. KF noted a few possibilities including new iPads, additional trim trail equipment or something for the new area in Dragon's Den. It was agreed to seek the views of parents and teachers before agreeing how to spend the money.</p>	<p>JH to write cheques for School</p> <p>KF to include in seek views on what to fund via the Mordiford Mail. Reps to canvas their year groups</p>
<b>4.</b>	<p><b>Bonfire Night</b> Due to half term falling just before Bonfire Night there was no ideal night to schedule the event. All options were considered but there were no suitable days that would guarantee a good attendance or enough volunteers to run the event.</p> <p>It was agreed instead to hold a Festive Firework event on 30 November combining a bonfire and fireworks with a Christmas fair. All year groups will be asked to take on specific aspects of the event as is not the norm for big events.</p>	<p>Events committee to plan and assign responsibilities.</p> <p>JH to update bonfire planning list and pass on to Events committee</p>
<b>5.</b>	<p><b>Dragons Den Working Party</b> Following the works to replace the septic tank, plans have been made to revitalise Dragon's Den. Victoria Oaten will be co-ordinating a working</p>	DS to publicise once date confirmed

		<b>Actions</b>
	<p>party to replace some of the seats, refresh the bark and put in some raised beds amongst other jobs on 6<sup>th</sup> or 7<sup>th</sup> Oct – date(s) tbc.</p> <p>There are longer term plans to develop other areas in Dragon's Den.</p>	
<b>6.</b>	<p><b>Christmas Cards</b> It was agreed to do fundraising Christmas Cards again this year whereby the children create their own design to be made into cards and sold. It was proposed that younger siblings, not yet in School, could also be given the opportunity to design a card. Designs will need to be done by 18 Oct with cards back by 21 Nov.</p>	DM to co-ordinate
<b>7.</b>	<p><b>50/50 Lottery</b> It is planned to change how the 50/50 lottery is run to so that there is less administration. It was agreed that there would be just one sign-up window in January.</p>	DM to co-ordinate
<b>8.</b>	<p><b>Event planning for the year</b> Year groups were invited to volunteer for events in the year. The following events are planned:</p> <p>Spooky Disco – 25 October – Yr 6 and LT Parents Movie Night &amp; Social – Dec – Yr 3 Bingo – End Feb – Yr 5 Easter event – Rec &amp; Yr 1</p>	
<b>9.</b>	<p><b>Date of next meetings</b></p> <p>Morning PTFA meeting - Wednesday 7th Nov - 9am - School PTFA Meeting – Wednesday 23<sup>rd</sup> January – 7.30pm - Bunch of Carrots</p> <p>Events Committee and KF to discuss involving pupils in fundraising – Wednesday 7 November – 9am - School</p>	