

Dormansland PTA AGM Agenda

Date: 25/9/18

Attendees: Sarah Lloyd (yr 3&4), Sarah Daw (yr 2), Alex Severn (yr 5), Sarah Christopher (R), Charlie Southon (R), Helen Smith (R & 3), Wendy Wood (yr 2), Heloise Dennehy (yr 4), Zoe Blythe (yr 3), Sadie Goff (yr 1), Amelia Michie (yr 1 & 3), Lauren Hickson (R), Rebecca Davy (R), Anna Dean (yr 4 & 6), Grace Smith (yr 4), Bethan Sellick (R), Jane Sarluis

Sarah Stokes, Faye Davies, Angela Winsor, Louisa Blyde

Apologies: Tara Vasey, Catherine Thompson, Lucy Whitehead, Natalie Wahlers, Louise Minter, Sarah Burley, Fran Dowsett, Sam Brehme, Pauline Wells

Item	Detail	Responsibility
1.	Welcome and voting	
1.1	Welcome	
1.2	<p>Voting in 2018/19 committee The new committee was voted in as follows:</p> <p>Chair – Heloise Dennehy and Alex Severn All in agreement</p> <p>Secretary – Wendy wood re standing All in agreement</p> <p>Treasurer – Tara Vasey re standing TV has advised she is working full time, so will require some support in the role. <i>Action: AS to review with rest of committee how best to support.</i></p> <p>Marketing – Amelia Michie and Sarah Lloyd and Zoe Blythe, please note this is a new role. All in agreement</p> <p>Class REPs R – Charlie Southon, Lauren Hickson, Sarah Christopher 1 – Pauline Smith and Sarah Burley and Sadie Goff (TBC) 2 – Wendy Wood and Sarah Daw 3 – Zoe Blythe and Natalie Wahlers 4 – Sarah Lloyd and Heloise Dennehy and Lucy Whitehead 5 – Catherine Thompson and Alex Severn 6 – Fran Dowsett</p>	AS
2.	Financials	
2.1	<p>AS reported on the accounts. 2017/2018 academic year saw £11,000 raised. Expenditure was £11,000.</p>	

	<p>Opening balance Sept 2018 £15,589 Previously agreed forecast spend:</p> <p>£4,000 New Playground Boat £2,080 School Trip Subsidy (annual cost) £707 Library Subscriptions £1,500 Forest School for Autumn term</p> <p>£1,566 Ringfenced for Garden projects (this is grant money from Gatwick and can only be used to fund garden projects).</p> <p>Louisa advised that as the replacement of the Boat is now being undertaken without the planned purchase of a gazebo, the cost will go up to circa £5,000.</p> <p style="text-align: right;"><i>Action: Louisa to advise cost to TV</i></p> <p>Letter to go out to parents to ask if they are willing to contribute for their child to go to the forest for the rest of the term ASAP, £5 per trip, six trips in total throughout the academic year.</p> <p style="text-align: right;"><i>Action: SS to put out a Survey Monkey to all parents regarding paying for Forest School</i></p>	<p>LB</p> <p>SS</p>
2.2	<p>Forecast (wish list) and projections</p> <p>Playground Boat new cost – circa £5k All in agreement</p> <p>Thesaurus' for yr 4,5 and 6 – £300 All in agreement for immediate purchase</p> <p>Interactive white boards x 3 – £4,000 (approx £1,500 each) All in agreement for immediate purchase</p> <p>Playground equipment storage unit and equipment – approx £1,000 <i>Action: SS and LB to research cost and decision to be made for next meeting</i></p> <p>Early years (R & 1) tricycles x 4 – £600 Aim to pay for them for January from Father Christmas. School to write a letter asking for them!</p> <p>Hand chimes – £500 All in agreement to buy later in the year. Post Meeting note: Lisa Herpe contacted SS the morning after the AGM to advise her company will fund the cost of the hand chimes.</p> <p>Fridge freezer – £150</p>	<p>SS and LB</p> <p>Every class rep to</p>

	<p>To buy later in the year, this is to update the current school appliance and free up space for PTA Ice creams in Summer term</p> <p>Total wish list items = £6,050 (£500 hand chimes removed).</p> <p>JS and CS suggested asking people if they would be willing to pay the whole amount for the trips to see if that could reduce class subsidy</p> <p>Or offer up the opportunity to pay for trips in advance at the same time as paying the school fund – only 33% pay the school fund</p> <p><i>Action: LB and PTA Committee to discuss in further meeting</i></p> <p>As it stands Fundraising target stands at £13,000 for 2018/2019.</p>	<p>put shout out</p> <p>AS/HD/WW/TV/LB</p>
3.	Fund Raising events	
3.1	<p><u>Autumn Term Fundraisers</u></p> <p>Bags 2 School Angela suggested also put on Dormansland Facebook pages so Community can get involved. Set up ASAP</p> <p>School movie night - Fri 12th Oct HS agreed to run sub committee with L Hickson and ZB <i>Action: HS to coordinate separate meeting for this and action</i></p> <p>Race Night - Thurs 1st Nov AS agreed to run subcommittee with GS, LH, BS, HD and SL <i>Action: AS to coordinate separate meeting for this and action</i></p> <p>Christmas Fair The Christmas fair is one of the big fund raisers of the year. The committee would love to hear from anyone who could arrange Grant matching with their company in order to help raise further funds. <i>Action: Class reps to put out plea to all year groups</i></p> <p>SC has very kindly stepped forward to head up the Christmas fair event with her expertise in event management. <i>Action: AS and SC to arrange a Christmas event meeting ASAP</i></p> <p>All hands on deck for this event <i>Action: Class reps to ensure each year group mans a stall</i></p> <p>Jolly jars competition - Fri 9th Nov to be announced and coordinated in order to gather donations for the sweetie jar tombola or similar</p>	<p>HD and SS</p> <p>HS/L Hickson / ZB</p> <p>AS, GS, LH, BS, HD, SL</p> <p>Class Reps</p> <p>AS/SC</p> <p>Class Reps</p>

	<p><i>Action: SC to coordinate</i></p> <p>Mufti (own clothes) day (come as a colour/artist/painting) for a bottle - Fri 30th Nov</p> <p><i>Action: SC to coordinate</i></p> <p><i>Action: HS to contact TV for stall breakdown of profit from last year's Christmas event.</i></p> <p>Current ideas for Christmas event: Ice rink or some other Big pull item Santa's grotto Children's Christmas shop (this is a room where parents are not allowed, so that children can purchase a secret gift for their parents and have it gift wrapped). Bar BBQ Tea and Cake stall Second hand book stall External stall holders – PTA request a % profit/sell the tables. Activity stalls – pan for gold etc... Craft stall – make a wreath / decorations Raffle – Dusty Christmas CD Donations</p> <p>Cake sale - Thurs 15th Nov Reception class to organise.</p> <p><i>Action: CS/HL/SC to coordinate</i></p> <p>Nativity for PTA Thurs/Fri 6th and 7th – PTA to organise PTA collection bins</p> <p><i>Action: HS to coordinate</i></p>	<p>SC</p> <p>SC HS</p> <p>CS</p> <p>HS</p>
4.	AOB	
4.1	<p>Investigate making sure everyone can access the PTA Facebook group</p> <p>Broader discussion required for getting parents more involved in the PTA and communicating more effectively. Date needed.</p> <p>Redesign website to include all PTA events etc</p> <p>Commit to updating Governors of events well in advance</p> <p>Governors to go on Scopay email system</p> <p>Send out brief email after each event saying what we raised and thanks for coming</p>	<p>AM/WW</p> <p>PTA Committee and Anna Dean (AD)</p> <p>HD</p> <p>WW</p> <p>LB and Mrs Lowe</p> <p>SL</p>

	<p>Events calendar and PTA events newsletter for each term to be compiled by SS and checked by WW and AS</p> <p>PTA to use the school text service if we pay – Not discussed</p> <p>Change name to Friends of Dormansland. Not discussed</p> <p>JS updated the meeting that the Loo revamp was well underway with over whelming support from local parent plumbers and trades offering free labour and parts. A huge thank you!</p> <p><i>Action: JS to write an update summary for the next newsletter to advise all parents the wonderful offers of help that have come forward.</i></p> <p>Exercise class in the school hall – suggested by SD. Needs investigation</p>	<p>AS/WW/SS</p> <p>JS</p> <p>TBD</p>
5.0	<p>Items not discussed</p> <p>Spring Term diary dates Thurs 7th Feb – Pamper Evening Tues 5th March – Shrove Tuesday sponsored pancake flip Sun 24th March – Easter walk / run or sponsored run TBD Thurs 4th April – Quiz night Sat 5th May – Circus (follow up meeting Mon 8th Oct) Fri 10th May – May Pole dancing (PTA to do tea, coffee, cake)</p> <p>Summer Term Diary dates TBC – bags to school Sat 6th / 13th July – (TBC depending on carnival) – Pimms in the Playground Ongoing lolly Fridays – in June and July</p> <p>Other fund Raisers Dog poo posters (competition and charge kids 50p to enter, and the winner gets puts up round the village) Co-op Waitrose Tandridge Health lottery Gatwick 100 club Grant matching Carnival grant Dormansland PC grant Easy Fundraising Stamptastic Empties please Music Magpie</p>	
6.0	<p>Date of Next Meeting TBA</p>	