

**Minutes of the Annual General Meeting of Unsworth Primary PTA**  
**Wednesday 28<sup>th</sup> September 2016 at 6.30pm**

**Present:** Mrs Reynolds (Headteacher), Mr Rhodes (Deputy Headteacher), Mrs Hutchinson (Administrator & PTA Secretary), Miss Sinclair (Teacher), Miss Robinson (Teacher), Miss Dooley (Teacher), Miss Costin (Teaching Assistant), Mrs Crowe (Teaching Assistant), Mrs Hayward (SH, Chair), Mr Cooper (AC, Treasurer), Mrs Murray (AM), Mrs Ravenscroft (NR), Mrs Wagman (MW)

**Apologies:** Mrs Mobey, Mrs Howarth, Mrs Clarke, Mrs Green, Mrs Marshall, Mrs Williams, Mrs Moran, Mrs Warden

### **1. Introductions**

The agenda was circulated and everyone introduced themselves.

### **2. Report from Treasurer on 2015-16**

AC submitted a review of the PTA accounts for 2015-16.

This has been another successful year of fundraising as the PTA has raised a total of £5981 through various events and activities. Our most profitable events were the Party in the Playground, Easter Egg Bingo, Valentines Disco and the Christmas cards and calendars. We are also due to receive a further £1000 from Barclays Match Funding. Thanks to Mr Brown for arranging this.

The PTA outgoings were £6372 which included a contribution of £2000 towards the new playground equipment. The cost of coaches for school trips was £2255. Other outgoings included the Y6 leavers' gifts.

### **3. Purpose of the PTA and its constitution**

Mrs Reynolds read from the constitution (document available from school) detailing the aims of the PTA, the role of the Officers of the PTA, including the President (Headteacher) and the rules for membership.

Mrs Reynolds explained that the money the PTA raises goes towards additional resources or activities that are not included in the school budget. A large proportion of the money raised goes towards subsidising school trips by paying for coaches. This ensures that the children can benefit from regular school trips that are affordable for families.

This year it has been agreed that PTA funds will be used to buy a new whiteboard for Y2. It is important that we continually invest in ICT as it has a big impact on how our children learn. School has budgeted for two more whiteboards this year so by the end of the year all our classes will have received new whiteboards.

Miss Sinclair suggested that PTA funds could pay for the hire of a large inflatable igloo for a day. The igloo provides a fun base for both science and literacy based activities. It was agreed that this was an excellent suggestion for an activity the children would enjoy.

### **3. Election of committee for 2016-17**

It was confirmed that the committee will remain the same for the coming year. Mrs Hayward will remain as Chairperson, Mr Cooper, Treasurer and Mrs Hutchinson, Secretary. It was noted that Mrs Hayward only has 2 years left with children at this school so we need to be on the look out for someone to take over the role.

### **5. Calendar of Events for 2016-17**

The first event this term is the Infant and Junior Discos on Friday 4<sup>th</sup> November. As a number of children last year were a little upset by the decorations and the scary costumes, this year we have decided to have a general fancy dress theme for the Infant Disco. Our cook Mrs Martin has once again kindly offered to help by cooking the pizzas and hot dogs in the school kitchen.

#### **Action:**

SH to contact volunteers from our list to help at each disco.

MW has contact with wholesale supplier for decorations and will liaise with SH re purchase of new decorations for the discos.

School staff to set up hall

AH to distribute ticket order form – letter to go out 10<sup>th</sup> October, deadline for tickets 17<sup>th</sup> October.

Tickets will be issued during week beginning 31<sup>st</sup> October.

#### **Christmas Activities:**

##### **Calendar**

Photographs for the calendar will be taken in school by John Hunt Photography on Monday 17<sup>th</sup> October.

##### **Action:**

SH to liaise with AH re props needed.

AH to send text to parents to request sponsors for calendar.

AC to contact existing sponsors and liaise with the printers.

##### **Christmas Cards:**

Cards need to be ready for parents by early December at the latest. AR suggested that parents of the younger children are invited in to help their child design a card. Older children could use Pic-Collage to make their designs more interesting.

##### **Action:**

AH to liaise with AR to arrange a date for parents to come in to help with infant designs.

Junior children to start their designs as soon as possible.

Designs to be given to SH to go off to printers by 20<sup>th</sup> October at the latest.

##### **DVDs**

The same company has been booked as last year.

##### **Action:**

AH to send out order form

SH to organise with DVD company

##### **Photographs**

Mr Beckman has been booked and has the dates of the dress rehearsals.

**Other Activities:**

**Cinema night**

It was agreed that we would like to arrange this event again for the children as it has always been popular.

**Action:**

AH to ask Mrs Channon to book a date in January

AH Sept 2016