
FRIENDS OF THE DEANERY

Deanery C.E. Primary School
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

Annual General Meeting

Tuesday 7th November 2017
Agenda

1. Welcome & Introductions
2. Apologies
3. Minutes from 2015/16 AGM – Appendix 1
4. Matters Arising
 - AP225 Lisa to obtain /check personal details from the Ordinary Members to enable the Charity Commission Website to be updated with the Trustee's information.
5. Chairs Report – Appendix 2
6. Treasurers Report – Appendix 3
7. Appointment of Independent Examiner
8. Election of Officers
9. Election of Committee Members
10. Any Other Business

FRIENDS OF THE DEANERY

Deanery C.E. Primary School
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

AGM 2016

MEETING DATE: TUESDAY 8th NOVEMBER 2016	MEETING TIME: 7:30PM	MEETING VENUE: CHILDREN'S CENTRE, CO-LOCATED NEXT TO SCHOOL
---	--------------------------------	--

PRESENT

ELECTED

Officer Members: Natalie Lockrey Rebecca Riddell Michelle Dolphin Lisa Greenway	Ordinary Members: Mrs Cullen (Teacher Rep) Dave Rooney	Volunteer Members: Mrs Lockett (Head Teacher) Deborah Wilkinson Jo Thuys Claire Hale Paul Lord Sonia Singleton Helen Williams Jessica Harewood Kath Langley Rebecca Rich
--	---	---

APOLOGIES

ELECTED




Officer Members:	Ordinary Members: Racheal Smith Maria Hewett	Volunteer Members: Kira Calpaldi
-------------------------	---	--

GUESTS:

NONE

AGENDA ITEMS

Welcome and Introduction	Rebecca started the introductions by giving her name, number of children and Year Groups attending the Deanery School, and the position that she holds on behalf of the PTFA. All participants of the meeting followed suit. Rebecca handed out copies of the 4 Elected Officer roles and responsibilities, last years' Agenda & AGM meeting minutes, Treasurer's Report.
Apologies	Racheal Smith, Maria Hewett, Kira Calpaldi
Minutes from AGM meeting 04/11/15	Content Reviewed Following mistake identified, section Ordinary Members - reference made to Dave Archer when it should have been Dave Rooney.
Matters Arising Action Point Update from AGM 04/11/15	AP189 Independent Examiner – Michelle Dolphin COMPLETED AP190 Charity Commission Website Updated with new Ordinary Members – Lisa Greenway COMPLETED AP191 Ethos Committee Role, volunteer from PTFA committee – Mrs Lockett COMPLETED
Chair's Report	Annual General Meeting

	<p style="text-align: center;">Chair's Report Tuesday 8th November 2016</p> <p style="text-align: center;"> 20161201094748.pdf f</p>
<p>Treasurer's Report</p>	<p>Brief overview given of the event proceeds and costs, donations to school and external charities. Please see chair's report for details. Bank Balance to cheque book 31st August 2016 £11,832.</p> <p style="text-align: center;"> 20161201094814.pdf f</p>
<p>Appointment of an Independent Examiner</p>	<p>The existing committee asked if anyone present at the meeting had the relevant skills to take on this task. No-one came forward. AP189 to Michelle Dolphin to ask Sarah Perks to take on this responsibility (she has previously completed this task and is familiar with the process).</p>
<p>Election of</p> <p>1) Officer Committee Members</p> <p>2) Ordinary members</p>	<p>Bex advised the group of the process regarding elections. There are 3 types of members.</p> <p>Officers are elected and hold specific roles -chair, vice chair, treasurer and secretary.</p> <p>Ordinary members are also elected at the AGM and hold voting rights.</p> <p>Volunteer members are not elected, do not carry a vote, BUT are extremely valuable contributors to the success of meetings and PTFA</p> <p>Bex, handed out the roles and responsibilities for each of the Elected Officer roles.</p> <p style="text-align: center;"> 20161201094827.pdf f</p> <p>All existing members automatically stand down at the AGM; both the Officer and Ordinary Members roles need to be re-elected.</p> <p>Bex gave recognition and sincere thanks to the following people who are standing down and do not wish to be re-elected.</p> <ol style="list-style-type: none"> a) Natalie Lockrey (Co-chair) concentrating on being Football Manager b) Racheal Smith (Summer Ball) concentrating on Parent Governor Role and fundraising for MNBA. c) Maria Hewett (Quiz Night) concentrating on new role as Conservative counsellor. <p>The PTA.org also recommends that</p> <ol style="list-style-type: none"> 1) The committee should include a representative of any sub-committee delivering specific events on behalf of the PTFA. 2) every committee member should bring along a friend to the AGM in order to meet the quorum rule <p>Given that the quorum at the AGM must be double the number of the total committee, it was previously agreed that where possible we should limit the number of people who agree to stand in the future to a maximum of 10 people. Thus requiring minimum of 20 people to be present at the following year's AGM. At the AGM for School Year 2015-2016 the committee consisted of 5 Officer Roles and 5 Ordinary Members. Total of 10 elected members. Therefore the quorum required in attendance at this meeting should be a minimum of 20 people for the meeting to be viable.</p>

	<p><u>It was also noted that</u> Everyone that stands also becomes a trustee of the Deanery PTFA for the Charity Commission (some personal details required i.e. address, DOB etc.).</p> <p><u>Committee Members</u> Rebecca Riddell was re-elected as Chair, Jessica Harewood volunteered to be Co-chair. Michelle Dolphin as Treasurer, Sonia Singleton Co-Treasurer Lisa Greenway as Secretary.</p> <p><u>Ordinary Members</u> Mrs Cullen (Teacher representative) Dave Rooney (Disco sub-committee) Kira Calpaldi (Summer Ball sub-committee) Sam Isley (Quiz sub-committee) Deborah Wilkinson (Film Night sub-committee)</p> <p><i>NOTED: that 16 people present at this AGM, it doesn't meet the quorum number of 18. Raised with PTA.ORG UK helpline, who confirmed that as no decisions reached (other than election of members) ok to proceed without the need to call an EGM.</i></p>
AOB	
Mrs Lockett	Mrs Lockett took the opportunity to say Thank-You, on behalf of school they appreciated everything that we do. Offered to help PTFA in whatever way she could to increase the level of support received from parents. She advised that solicitor appointed by school is still trying to establish ownership of the field. She advised that the management team are looking into the possibility of fund raising for an all-weather path around the perimeter of the school grounds. Mrs Cullen to share information at the next PTFA meeting.

NEW ACTIONS / FUNDRAISING /SUGGESTIONS		
AP225	Lisa to obtain /check personal details from the Ordinary Members to enable the Charity Commission Website to be updated with the Trustee's information.	
NEXT MEETING		
MEETING DATE: Tuesday 17 th January 2017	MEETING TIME: 7:30PM	MEETING VENUE: WALMLEY SOCIAL CLUB

Annual General Meeting
Chair's Report
Tuesday 8th November 2017

With every year that goes past that I am involved in the PTFA, the dedication and hard work of our members continues to amaze me.

All our events were well attended and we have been lucky to be supported by a great team of organisers:

Clare Hale, Claire Paintain, Dave Rooney, Deborah Wilkinson, Kira Capaldi, Kate Davazardeh,
Ruth Boon, Sam Isley, Sam Reeves

In addition, there are a wider group who always step up to support us at our meetings and/or make our events possible.

Beth Ashley, Chris Williams, Claire Arrowsmith, Claire Beadsley, Debi Weller, Emily Earley, Helen Williams, Helen Fiddler, Jessica Drury, Jessica Harewood, Jo Thuys, Jo Kenny, Leander Oldbury
Lisa Middleton, Mandy Blackshields, Mina Prouselidi, Rachel Flinders, Sonia Singleton

Balancing the demands of the PTFA alongside our families and work is only possible when you have the support of a great team, we are lucky at Deanery that we have that support.

Special Mentions

We have a fantastic core team on our PTFA and we would like to pass special mention to those who hold officer roles.

Lisa Greenway, our secretary, who continually strives to improve our PTFA and work on the core structure to ensure we can last for years to come.

Michelle Dolphin, our treasurer, who supports every event and their committee in their financials.

Mrs Cullen, our school representative, who makes the link between school and the PTFA strong and successful.

Natalie & Aid Lockrey, who continues to support the PTFA team in a huge capacity both at our events and in the organisation of them.

A special thank you must also go to all our staff and our head teacher, Mrs Luckett, for their ongoing support. Finding a balance between school priorities, schedules and PTFA requests can be difficult but we feel that we are working well together towards a shared goal.

And of course, to our families and friends who continue to support us and make all of our events successful and enjoyable for our children.

Financials

As a group in the last school year we held events that raised a fantastic profit of £9,129 and were able to donate a massive £12,834 to school which has contributed to the new sound and lighting system within the halls, funded the annual trip to the Christmas pantomime, an in-school activity for our nursery children and our usual gifts for school leavers, selection boxes for all children at Christmas and Easter Eggs and bookmarks at Easter time.

We end the year with a very healthy bank balance of £8,378 and look forward to working with school towards the outdoor improvements.

Moving Forwards

As we move into the new year, we look forward to welcoming our new school reps Miss Pullen and Miss Hitchens. We hope that you enjoy working with our team and we can continue together to provide great activities and funds for great resources for our school.

We continue to spend time strengthening the core of the PTFA, working hard to be as inclusive as possible and to encourage people to join us in both the organisation of our PTFA as a committee, and in the events that we organise.

During the next year, we have regular meetings and events scheduled into the school calendar and we are hoping that we continue to receive the support of people outside of the committee when these events are needing organising and taking place.

Committee Roles

The committee at each AGM retire from their positions and a new chair, treasurer and secretary elected alongside committee members. We are hoping that these roles will continue to be filled to allow the PTFA the support and structure it needs to be successful.

Whatever my role within the PTFA, I am looking forward to the years to come.

Bex Riddell

Annual General Meeting Treasurer's Report 2017

PTFA 2016/2017 SUMMARY

Bank balance to cheque book 31st August 2016	-
Unpresented Cheques	-
Unpresented Bankings	-
Adjusted Bank balance to cheque book 31st August 2016	-
<u>2016/2017 Activity</u>	
Event Profits 2016/2017	9,129
Expenses & Insurance	261
Donations to School	(12,834)
Donations to Charity	0
Adjusted Bank balance to cheque book 31st August 2017	8,378
Net Decrease for Year	8,378

	<u>Fundraising Event Proceeds</u>	<u>Fundraising Event Costs</u>	<u>Fundraising Event Profits</u>
SUMMER FAYRE 2016	3,071	(2,096)	975
2nd Hand Uniform	287	0	287
NURSERY EVENT	241	(180)	61
NOV QUIZ	574	(313)	261
CHRISTMAS DISCO	1,852	(989)	863
CHRISTMAS FAYRE	3,169	(1,286)	1,883
FILM NIGHT	384	(70)	315
RSC	450	150	300
EASTER DISCO	1,519	(616)	903
EASTER	71	(449)	(378)
SPRING QUIZ	284	(173)	111
BALL	3,764	(2,763)	1,001
SUMMER DISCO	1,568	(522)	1,046
SUMMER FAYRE	4,121	(1,975)	2,145
MOTHERS DAY	318	0	318
FATHERS DAY	228	0	228
YEAR SIX	0	(1,191)	(1,191)
YEAR END TOTAL	21,903	(12,474)	9,129
			(3,444)

DONATIONS TO SCHOOL

2016/2017

Selection Boxes	383
Theatre Trip	3,433
Jolly Jungle	0
Easter Bookmarks	71
Shed	388
Nursery Games	0
Easter Eggs	195
Easter Eggs	153
Year 1 Dress Up Costumes	0
PTFA Noticeboard	491
Nursery Fun Day	250
Sound and Lighting	6,250
Sports Day Tip Tops	28
Year 6 Leavers Books	649
Year 6 Banner	92
Year 6 Prom	450
YEAR END TOTAL	<u>12,834</u>

MISC EXPENSES

Postage, Printing, Stationery	-	368
Insurance & PTFA Subscription		107
YEAR END TOTAL	-	<u>261</u>