



St Catherine's RC Primary School, Didsbury

Parent Teacher Association

**Minutes for PTA AGM Tuesday 19 September 2018**

**Minutes for PTA Members Meeting: Tuesday 19 September 2018**

**7.00pm St Catherine's School**

**In attendance:** Alessandra Parello (Chair), Nina Chwastek (Head teacher), Debbie Lynch (Treasurer), Vinnett Walsh (Secretary), Sarah Conlon, Cathy Redford, Antoinette Meskill, Anna Kerins, Kate Mackenzie, Sarah Moister, Hannah Manton, Sarah Campbell, Claire Clay, Federica De Cristofaro, Trisha Mc Elroy, Jo Fisher, Mrs McCormick, Maria Bromley

**1. Apologies:**

None

**2. The minutes from the last AGM 4/10/2017 agreed**

**3. Reports:**

**Chair**

Alessandra thanked everyone for their support and although a tiring two years she was pleased with the amount raised. Alessandra thanked the School, PTA members and school community for their support and hoped that the parents/carers and children had enjoyed the events over the last academic year.

**Treasurer**

Opening balance	£1,236.06
Total raised 2017/18	£18,361.38
Paid to school	£15,127.18
Balance of account	£4,470.26

Debbie wanted to thank the following for helping to surpass our £18,000 goal

Claire Clay - match funding - £1,000

Cathy Redford - match funding - £250

Scott Clay - employer donation from dress down day -£366.83

Also the school community raised:

Co-op £1531.85

Easy fundraising £127.18 raised for the academic year

Annual returns have been submitted to the charity commission and the PTA accounts for 2017/18 are now on the school website.

## Headteacher:

Nina Chwastek thanked everyone for running the events and for raising so much money for the school. The impact over the years are there for everyone to see:

2015/16 - outdoor area early years

2016/17 - library and books for across the school

2017/18 - planned outdoor are in main playground.

Nina confirmed that they have not spent the £15,127.18 that has already been given to the school but that they putting it towards a 3-5 year plan to develop the main playground. Any funds raised in 2018/19 in addition to school funds will also go towards this big project. Currently they are coming up with plans and the development of the playground will take shape in phases. Once plans are finalised information will be shared with parents/carers via Facebook, newsletters etc. Nina thanked the committee and said that it is not just about fundraising it is about community and this was best demonstrated at the ice-cream and prosecco event on the last day of term which so many people stayed to enjoy.

#### **4. AGM Business:**

Alessandra Parello resigned as Chair and Sarah Moister was voted in as the new PTA Chair.

Debbie Lynch resigned as the treasurer and Patricia Mc Elroy was voted in as the new Treasurer.

**Committee for 2018/19 therefore comprises:**

<b>Chair:</b>	<b>Sarah Moister</b>
<b>Treasurer:</b>	<b>Patricia Mc Elroy</b>
<b>Secretary :</b>	<b>Vinnett Walsh</b>

Also Mrs McCormick is the new teacher representative.

#### **PTA Agenda:**

##### **5. The minutes of the last meeting 16 May 2018 agreed**

Sarah thanked the outgoing committee members and everyone for attending and expressed her enthusiasm for the fundraising events and initiatives for the forthcoming academic year. Sarah wanted everyone to know that the PTA only works if people attend and volunteer to help and take the lead on events.

Discussion took place about 2018/19 target and we agreed that we would strive to exceed last years amount.

## 6. New initiatives to increase fundraising potential

### Parent representatives :

Chair wanted to engage as many of the school community in the events that will take place and suggested having parent WhatsApp representative for each year group. They are:

- **Nursery**            **Anna Kerins**
- **Reception**        **Maria Bromley**
- **Year 1**             **Claire Clay**
- **Year 2**             **Kate Mackenzie**
- **Year 3**             **Federica De Cristofaro**
- **Year 4**             **Suzy Larkin**
- **Year 5**             **Sarah Conlon**
- **Year 6**             **Liz Riding**

**Action : Sarah to set up the WhatsApp group with the parent reps and confirm what their role will be.**

In terms of engaging the parents/carers we will continue to use St. Catherine's parents Facebook page and Nina confirmed that we can also use school Facebook. In addition to the usual, posters and newsletters.

Nina advised there will be a reading and phonics meeting on Monday 1 October which would be a good opportunity to engage parents and talk about the PTA.

**Action : Parent reps to inform their year groups about the St Catherine's parents Facebook page and how to join.**

**Action: Kate, Maria and Hannah to speak at phonics meeting**

### **Your School Lottery**

Sarah explained the process of the school lottery and the fundraising potential - it is similar to the 100 club. Weekly prizes and the capacity to open it up to a wider range of people outside of the school community. It was agreed that this was a good idea and that we would use the company to initially organise it and then we can review whether this is something that we want to continue and manage in-house.

**Action : Sarah to progress this idea and feedback at next meeting**

**Car boot/table top sales** - Good discussion about using the school grounds/hall to hold a table top sale. The idea would be to sell pitches and people can come and sell their goods, possibly Saturday or Sunday. The school would receive revenue from the pitches sold and possibly by selling cakes and other refreshments. Cathy highlighted that the car boot sale at Kingsway school ( kids items only ) is indoors they charge for admission and it is very popular.

**Action : Sarah to speak to Anne - Sarah also asked for someone to lead on this - if you are interested please let her know.**

**Gift Aid:** Nina advised that we should be mindful of asking parents/carers to do too much and introducing too many ways to raise money and that it might be useful to do some more research about Gift Aid and review it again in January 2019.

**Action:** Trisha to check with Debbie how far along we got in this process last year.

**Action :** The committee to research how we could potentially work towards using gift aid to raise even more money and feedback in January 2019.

**Easy fundraising** - All agreed that we need to find a simple way of encouraging parents/ carers to sign up to this. It is an easy way of raising money - **Action :** Sarah to liaise with parent reps about sending out a link that parents can just click onto and start the process of shopping via the easy fundraising site.

## 7. Forthcoming events:

Event	Date	Coordinator	Actions required
Coffee Morning	Friday 12 October	Sarah M & Michelle Anderson	Get helpers
Disco	Friday 9 November	Liz R, Suzy L & Sarah M	Get helpers
Coffee Morning	Friday 23 November	Sarah Moister	Get helpers
Family Christmas party	Sunday 2 December	Maria, Antoinette, Jo and Sarah C	Check availability of Social Club and D.J
Mulled Wine & Hampers	Thursday 6 December	Kate & Sarah M	
Movie Night - The Greatest Showman	Friday 25 January	Claire & Vinnett	Trisha to renew licence
Spring ball	Saturday 6 April	Maria, Federica, Claire, Suzy and Sarah M	Sarah Conlon to speak with venue
Summer Fair	Friday 5 July	Claire, Jo, Sarah C, Vinnett, Sarah M	Sarah to set up WhatsApp Summer fair committee

Other ideas - possible Social event - BBQ during the school year - Kate

## 8. Date of next meeting: Wednesday 7 November 2018 7pm