

**ST MICHAELS PRIMARY SCHOOL PTA  
ANNUAL GENERAL MEETING  
16<sup>TH</sup> NOVEMBER 2016**

**Present**

Mrs Williamson, Monica Walton (Chair), Amanda Weeks (Vice Chair), Sharon Messett, Nic Warne, Annabel Gibbs, Christine Broekhuysen, Roxanne, Carol Banham Skynner, Jess O'Leary, Ed Pont, Rebecca Sharp, Michi Brooks, Mikki Fuller

**Apologies**

Keeley Harris (Treasurer), Amanda Clayson, Kerry Puttock

**Election of the Committee**

New people are needed for all of the main PTA committee roles.

Danielle Sharp has had to step down as PTA secretary having started a new, full time job, within the school. Amanda Clayson was assisting Danielle with this role but is not in a position to take over. Amanda is still happy to help out when she can.

Keeley asked some time ago for the committee to start looking for a replacement treasurer.

Monica and Amanda have decided to step down from their roles as Chair and Vice Chair as both will have children leaving the school in less than two years.

Keeley, Monica and Amanda will continue to be active PTA members to ensure a period of handover to the new appointees.

Monica asked the meeting if there was anybody present prepared to take on any of these roles.

Ed and his wife Gill, have offered to take over as Treasurer between them. Monica Walton nominated Ed Pont, seconded by Sharon Messett. The meeting voted unanimously in favour.

Following some discussion it was agreed we would have a 'pool' of secretaries to share the secretarial role. Monica Walton nominated Jess O'Leary, Carol Banham Skynner, Sharon Messett and Christine Broekhuysen, this was seconded by Amanda Weeks. The meeting voted unanimously in favour.

Nobody felt able to volunteer for Chair at the current time. Monica was nominated to continue by Sharon Messett, seconded by Amanda Weeks. The meeting voted unanimously in favour.

Monica would like to step down as Chair as soon as a replacement can be found.

Mikki Fuller was nominated to be Vice Chair by Monica Walton, this was seconded by Amanda Weeks. The meeting voted unanimously in favour.

The following Associated members were agreed and nominated by Monica Walton and seconded by Sharon Messett: Amanda Weeks, Amanda Clayson, Nic Warne, Annabel Gibbs and Rebecca Sharp. The meeting voted unanimously in favour.

The meeting thanked those parents standing down for all their hard work, dedication and amazing fund raising for St Michaels Primary School.

It was agreed that Jess will set up a PTA Facebook group to help us all communicate together.

### **Accounts**

Keeley was unable to attend the meeting today. Ed and Gill will provide an update on the accounts at a future meeting once the handover from Keeley is complete.

### **Firework Night**

Firework night was another great success making a profit of £2085.

There were not so many people buying tickets on the gate this year. Having a separate line for those with pre-purchased tickets worked well.

The glow stick stall was really busy again. The most popular items were the 'lightsabers' and the 'sword' style lights which we completely sold out of. There are lots of smaller glow sticks and bracelets left which we can sell at the Christmas light switch on in the village and future school discos.

The BBQ and tuck shop were both busy and hot drinks went really well. The PTA own one urn and we usually borrow a second from the village hall or pre-school. The meeting agreed it would be a good investment to purchase another urn as we use these a lot at all of our events.

It was agreed that we could possibly charge more for drinks when holding an external event such as Fireworks night however; we will continue to keep the prices low at internal events such as sports day.

Monica has received a complaint from a homeowner whose house backs on to the school (near the school garden/chicken area). Apparently, one of the fireworks has caused damage to his conservatory roof. Monica has forwarded his letter to the firework company who have all of the relevant insurances to cover such scenarios and will let them deal with it.

Amanda agreed to contact the firework company re their availability for next year so we can agree a date and get them booked.

### **Christmas Fayre and Wrapping Room**

The Christmas Fayre and wrapping room will be held on Friday 16<sup>th</sup> December. The wrapping room will run in the morning and the Fayre will be from 3.15pm to 4.45pm. We have booked the school hall for the whole day.

To fund the wrapping room, there is a non-uniform day scheduled in for 9<sup>th</sup> December with the 'fine' being either a £1 or an unwanted gift.

Nic has designed a flyer that can go out in school bags asking for donations for the chocolate tombola and the general tombola and to ask for donations of cakes to be brought in on the day for the tea/coffee/cake stall.

We will have a few craft stalls (ideas currently being explored), tea, coffee and cakes plus a Santa's grotto. Sharon has booked Santa for this.

A meeting was agreed for 8<sup>th</sup> December at 1.30pm to finalise plans for the Christmas Fayre.

The day of the Christmas Fayre is national Christmas Jumper Day so we agreed with Mrs Williamson that the children can wear a Christmas jumper if they wish. There will be no 'fine' for this.

### **Summer Event**

The PTA will run a 5k and 10k run on Sunday 11<sup>th</sup> June 2017. This has now been booked and we will discuss in more detail in the New Year.

### **Next Meeting**

8<sup>th</sup> December 2016 at 1.30pm (to discuss Christmas Fayre).

11<sup>th</sup> January 2017 at 1.30pm.