

Ottery St Mary Primary School
Parent Teacher Association
Annual General Meeting Minutes 28.09.17

Present: Sarah Pearman, Andrew Baxter, Keri Rodgers, Tim Stark, Janet Abbott, Helen Dickason, Heidi Vaughan, Sarah Row, Michelle Frost, Christine, Hazel Harris, Liane Childs, Tania Romaine, Matt Hughes, Kerry Rosewarne, Lisa Parkin, Mark Gilronan, Lizzie Nancekivell

1. **Apologies for absence:** Dave Goldthorpe, Fiona Pavelin, Kim Lambert, Lisa Stephens, Kevin Pike, Claire Hennessy, Philippa Allard, Jo Deakin
2. **Welcome:** Welcome back to existing PTA members and a very warm welcome to new members, Kerry and Tim. Welcome also to staff members Mr Hughes and Miss Witcombe. It is lovely to see new faces. [Note from Sarah: Scott Robertson \(child in y4\) is joining us too, so have added him to the committee list, and he will hopefully be joining us next time.](#)
3. **Minutes of the Annual General Meeting held on 6th October 2016 to be signed.** These have all been agreed by committee and signed off.
4. **Treasurer's Report:** Many thanks to Helen Dickason and Dave Goldthorpe for undertaking this huge role. The PTA's financial year does not finish until the end of September. Therefore, the figures here are provisional. Helen D requested that the AGM be held a few weeks later (around 10th/11th October) in order that finalised accounts could be produced. Last years events raised a similar amount to the previous year. The Christmas Fayre and the Summer Fete raised more than in previous years with the main expense being the new playground equipment. The current balance is £11,438.39 with £10,000 of this earmarked for the swimming pool roof.

Recommendations made by Helen D are to find an accountant who would be willing to check the accounts. **Does anyone know someone who could to this?** She also recommends to provide financial breakdowns to event organisers of costs/income from previous events and also to change bank accounts from Natwest to Lloyds in order to make banking easier within the town.

Fiona P to take on the role of vice treasurer and to shadow Helen D to learn the remit of the role.

5. **Chair's Report:** It has been an amazing year. The efforts that everyone has put in are greatly appreciated. A massive thank you to Andrew Baxter for his organisation of the playground. Parents have all said how impressed they are. Thank you to everyone for all

their hard work, ideas and enthusiasm last year. Particular thanks to go to Dave G for taking on the treasurer role in order to give Helen D a break, Helen D for her hard work and diligence, Heidi V for her accuracy and quiet efficiency in producing the meeting minutes, Andrew B who has been a fantastic vice chair, meticulous in planning and running events and his support that he has given to the chair, Sarah P. Thanks also to Sarah P as Chair.

6. Election of Officers:

Treasurer: Helen Dickason
Vice treasurer: Fiona Pavelin
Secretary: Heidi Vaughan
Vice chair: Andrew Baxter
Chair: Sarah Pearman

Helen D is happy to continue in her role as treasurer for another year, with Fiona P to shadow her as vice treasurer. Andrew B to stay on as vice chair for another 12 months. Ideally, **it would be good to have a second vice chair in order to shadow him**. Sarah P is to continue in her role as chair. Andrew B and Sarah P to only continue **on the proviso that they have someone who is willing to take the helm for every event**.

Planning Ahead

7. **Event dates for year – co-ordinators needed:** The schedule of events has been based on last years events. However, film night has been moved to March in order to ensure events are more evenly spaced.

Bag2School 2nd Nov – Kerry/Liane to organise letters/bags into bookbags. Kerry/Philippa to be around on the day to help load bags into van (provided van arrives early!!).

Tar barrels 4th Nov: There are already two people coordinating this event who will liaise with the tar barrel committee. A Doodle Poll has been set up by the carparking committee to recruit volunteers.

Christmas Fayre: Hazel Harris to coordinate. Move to 2nd December.

Secret shopping: Kerry R, Tania, Hazel to coordinate. [Further to AGM, I am struggling to find date in school diary for rooms to be available for this to take place – watch this space!](#)

Storytelling: Heidi to lead this event. Fiona P previously had this role so Heidi to liaise with Fiona. Lisa P, Kerry, Liane and Michelle to help with this event.

School Fete: Sarah P, Andrew B, Sarah R, Heidi, Tania and Liane. Maybe move to 14th July.

Quiz night: Maybe 11th May instead as the 4th is a bank holiday.

KS2 Disco: Maybe swap this to 5th July as this would clash with the Kings Project Week and the children find it too tiring having both.

Any movement of dates need to be checked to avoid potential clashes with other events in the town/area.

New event suggested by Sarah R for a children's clothes sale. People donate unwanted children's clothing to sell on a stall outside school to raise money for PTA. Any unsold clothes to be added to bag2school. Dates for this need to tie into bag2school collections.

PTA social for PTA members as a thank you. This was a great success over the summer holidays with a BBQ and use of the pool. A similar event is needed this year.

8. Events this term:

- Bag2school: see above.
- Tar barrels: see above.
- Christmas Fayre
- Secret shopping

9. Any other business

There has been a request for a second quiz night as this is so popular with parents.

Craig (a chef) would like to help. Maybe the PTA could run a fine dining experience. This could link with Christine's idea of the 'Auction of Promises', or as a valentines event?

Robin Rea from the Rusty Pig would also like to get involved. Lisa P to liaise to discuss his ideas.

Heidi suggested camping in the school field with a BBQ/food stall

Christine suggested setting up lots of tables on the school field and everyone bringing their own food. Everyone eats together as a social event.

Kerry R had the idea of games and food. For example, rounders and Pimms. Rusty Pig could provide food.

Christmas cards: The children usually design Christmas cards which raises a small amount of money. The order did not go smoothly last year. Liane to find details regarding this fundraiser and PTA members to vote whether this goes ahead or not this year.

Defibrillator: The school are still very grateful to the lovely mums who jumped out of the plane to raise money for this (thank you Natalie Taylor and Leila Stone). The defibrillator is situated inside the double doors on the KS2 playground. Signs need to be purchased so that people are aware where it is located. Staff to be trained on how to use it. Liaise with Natalie T on this.

House flags: There are no stands for them. They need proper bases. Andrew B proposes the purchase of four stands. Mr Weston has also suggested having the flags displayed on the wall (one in each corner of the school hall). Andrew B proposed to purchase four wall brackets for this also. Janet A to see if she can source these.

PTA newsletter: The PTA need to send out a questionnaire to see what events parents would like to volunteer at over the year.

KS2 playground painting: Mr Weston has submitted designs. To be actioned.

Swimming Pool update: A project pack has been submitted to try and obtain section 106 funding as the cost will be £60-70,000 in total, of which we have £10,000 ringfenced. Funding will also be needed from other sources. The Governors have approved the project to go ahead so we are now at the stage of trying to push for funding. Would Bovis homes or one of the other developers contribute any money or offer to help with the groundwork for this? The swimming pool committee have picked a local supplier for the works to avoid issues later. This will allow the pool cover to be customised to exact requirements. If funding can be secured, planning permission and building regulations will need to be granted. If a roof can be added to the pool, Swim Devon can run lessons outside of school time and hire the pools for birthday parties. The revenue from this will fund the expenses of heating the pool and paying for the chemicals so that the school do not have to find the costs for this. A massive thank you to the pool roof committee for pushing forward with this.

10. Date of next meeting: Tuesday 7th November 6:45pm.