

Christ Church Academy PTA AGM Meeting Minutes 17th September 2014 7pm			Christ Church Academy	
Attendees:				
C Wright	S Wall	E Rutherford	M Hodson	A Rowland
H Franks	J Acheson	C Broughton	M Reynolds	M Calverley
S Lockett	M Barlow			
Apologies:	D Fares	S Weller	B Robbins	
A Graham	J Green	L Beard		

	Minutes	Actions/Resp
1	Welcome and Apologies Helen Franks welcomed all to the meeting and received apologies as above.	HF
2	Matters Arising There were none from the previous meeting.	JA
3	Chair's Report HF gave a summary of the years events; school discos in various formats, raffle at Christmas, Spring Fayre etc. There was an fashion show, which was not well attended and cancelled at the last minute as the company did not arrive, this resulted in a donation from SOS fashions as compensation. There was a school dress down day in aid of the PTA. Over £4000 added to PTA funds over the year, and a summary of what was purchased and donated to school was given: which included the following Art drying racks, 4 x house Christmas trees, donations to Early Risers, G8 Visit, 4 x house raised gardening beds, clay for Stanley Head activities. Summing up, would like to say thanks to JA for role as secretary, JG Treasurer and all those who have supported the PTA over the past year.	HF
4	Treasurer's report Treasurer's report - submitted in writing as treasurer not present – appended to the minutes below.	JG written report
5.	Chris Wright Chairing the meeting from this point. Election of officers HF is standing down as Chair and CW asked for nominations, none have been received prior to the start of the meeting. CW asked if HF would summarise her experience of being Chair of the	CW

	<p>PTA to give others an indication of what is required. General discussion took place with various contributions from those present.</p> <p>CW asked if Sam Lockett would be prepared to take on the role, and she agreed. Mary Barlow offered to share the role with Sam as chair and Mary as vice chair. In the absence of any other nominations, both were duly elected.</p> <p>Justine Acheson elected as secretary of PTA as no other proposals.</p> <p>Jayne Green happy to stand as treasurer - duly elected.</p>	
6.	<p>Headteachers comments</p> <p>CW spoke about the value of the PTA and the monies raised for school. The school and pupils appreciate the monies raised and the children of course benefit from the fund-raising by experiencing, using and visiting the items donated.</p> <p>A small group of people work hard and do “punch above their weight” in fundraising for CCA. The school also has great support from staff including both teaching and support staff which is a successful collaboration. CW looking forward to another great year.</p> <p>Chair then passed to the new chair - Sam Lockett.</p>	CW
7.	<p>Main Business activities for 2014-2015 (Sam Lockett)</p> <p>Year 5 welcome disco - 60+ tickets already sold and invitation to parents is issued so that parents can come to enjoy a coffee and cake during the disco in the dining hall. Volunteers Sam Lockett, JA, Helen F and Mary B plus Alastair Rowland.</p> <p>Catering Staff contributing to the evening by making coffee and refreshments. PTA will have a “stall” in the dining hall to tell parents what the PTA is about.</p> <p>Suggested disco dates Friday 17th October £2.50 plus tuck</p> <p>7-9 Head boy and girl plus their vice chairs will get complementary tickets. Discussion on whether the disco is one for whole school or KS2/KS3 split.</p> <p>School council will be asked to choose whether they want split key stage discos.</p> <p>Lost property Jane Butler (staff), sorting out school lost property – suggestion that we can start to raise some funds for school/PTA by selling second hand uniform. Spring fair maybe have a stall?</p> <p>We have already had a parent volunteer to help and MB also offered to</p>	<p>SL</p> <p>Action – CCA staff</p> <p>JB/MB</p>

	<p>help with managing the uniform stock.</p> <p>JA to E- mail parent to ask her if she would still be willing to run a stall.</p> <p>School could launder and store the items, stock control and help needed to sell - discuss logistics at next meeting.</p> <p>Film Night</p> <p>To be discussed at next meeting</p>	JA
8.	<p>Requests for funding</p> <ol style="list-style-type: none"> 1. Written letter received from Sports Captains for each house, they have requested that gazebos x 4 could be purchased to be used on sports day and other events to give each “house” more prominence. <p>PTA agreed this is a good idea, the sports captains will be asked to research the choices and colours costs etc.</p> <ol style="list-style-type: none"> 2. Request from Miss Rodda (letter). The school are building a pizza oven, similar to one used and seen on the Educational Visit to Ford Hall Farm. A parent has generously offered to build the oven - this is now being built. Funding requested £1983, 94 and costs are for materials only and associated items. The Pizza oven will be a multi-use facility for all curriculum and school use. It could also be used for a variety of social, school themed events etc. <p>PTA agreed to fund the £1983.94</p> <p>CW suggested that the Open Morning (Sat 11th Oct 10-12) would be a good day to launch the pizza oven and to take opportunity to see new potential parents. PTA could be more involved and be invited to an event to train to use the pizza oven in the future.</p>	<p>CCA staff to coordinate with Sports Captains</p> <p>AR</p>
9.	<p>AOB</p> <ol style="list-style-type: none"> 1. 100 club (JA) <p>Report of the year is appended to the minutes below. Suggested we start to promote the new 100 Club year next week, with the aim of closing the draw entries after half term. Suggest that this year we try to only have cash/cheques as entry to the draw and do not accept any further Standing orders. This is because the number of standing orders which different months and for differing amounts is very confusing.</p> <ol style="list-style-type: none"> 2. MR confirmed parents’ views that the PTA fundraising is fantastic. 3. A non uniform day is to be arranged. 4. JA asked about communication with parents – the PTA e mail list has 	SL / ALL

	<p>102 people on it which is not 1/3 of parents, it was suggested that the PTA forward e mail to the office and request to be sent to all e mail recipients (they have nearly all parents on the list)</p> <p>5. Various other opportunities to PTA to promote the events and the PTA in general such as parents evening and other open events and concert will be available.</p> <p>6. M Hodson will find the boards to be placed in the dining centre on Friday night for coffees for year 5.</p> <p>SL thanked all for attending.</p>	
	<p>Date of next meeting</p> <p>Next meeting Thurs 13th November 7pm.</p>	

TREASURERS FINANCIAL REPORT - CHRIST CHURCH ACADEMY PTA

3.9.2013 - 2.9.2014 REGISTERED CHARITY 1020386

FUNDS RAISED		EXPENDITURE		
27.9.13	DISCO	£412.99	18.9.13 AGM REFRESHMENTS	£42.40
6.12.13	DISCO	£338.40	27.9 - DJ	
	RAFFLE TICKET		6.12 COSTS	£60.00
Dec-13	SALES	£1,159.95	27.9.13 TUCK/SQUASH	£126.10
12.3.14	EASY FUNDRAISING	£30.76	8.11.13 LOTTERY LICENCE	£20.00
28.3.14	SPRING FAYRE	£1,546.47	8.11.13 RAFFLE TICKET PRINTING	£115.50
16.4.14	DRESS DOWN DAY	£478.99	28.11.13 KS2 DISCO INCENTIVE	£12.94
16.4.14	SOS FASHIONS	£60.00	ART DRYING	
16.4.14	STONE BONFIRE	£50.00	5.12.13 RACKS	£432.52
1.5.14	FASHION SHOW	£24.00	18.12.13 RAFFLE PRIZE	£100.00
			24.12.13 4X HOUSE CHRISTMAS TREES	£159.96
			11.2.14 TUCK	£24.42
BANK INTEREST	£13.28		PTA UK	
			12.3.14 INSURANCE	£107.00
			25.3.14 EARLY RISERS	£100.00
			G8	
			25.3.14 VISIT	£500.00
	TOTAL	£4,114.84	2.4.14 FAYRE EXPENSES	£69.90
			8.4.14 4X HOUSE RAISED BEDS	£240.00
	OPENING BALANCE	£4,202.51	1.5.14 FASHION SHOW DRINKS	£16.89
			STANLEY HEAD	
	FUNDS RAISED	£4,114.84	9.6.14 CLAY	£80.85
	LESS EXPENDITURE	£2,208.48	TOTAL	£2,208.48
	CLOSING BALANCE	£6,108.87		
BALANCE OF ACCOUNTS				
	CAF CASH	£39.68		
	CAF GOLD	£2,716.38		
	HSBC	£3,245.56		
	CASH	£107.25		
	TOTAL	£6,108.87		

100 Club report (for AGM Sept 2014)

Overall financial summary

- 100 Club membership at Sept 14 - for academic year 2013-14 = started the year on 44 and ended with 46 members.
- Term 1 44 x £15= £660, equal to £220 per term (£110 prize money and £110 PTA)
- Term 2 and 3 46 x £15, equal to £230 per term (£115 prize money and £115 PTA)
- Total 100 club funds raised this year = £340

Summary Sept 13 to Sep 14

1. Prizes

Prizes	Winners	Prizes	Winners	Prizes	Winners
Dec 13 = £110		Spring term = £115		Summer Term = £115	
1st £55	S Battersby	1st £60	J Green	1st £60	Mrs Sale
2nd £35	D Puxley	2nd £35	Mrs Robbins	2nd £35	A Clarke
3rd £20	T Mather	3rd £20	C Eccles	3rd £20	L Latham

2. General Report

The 100 club continues to raise funds for the PTA and prize winners in a small way with £340 being raised for school over the past year and 6 prize winners each winning between £20 and £60.

The membership of the 100 club has grown over the past 4 years or so with some members paying by standing order and others by cheque or cash. 19 pay by standing order and the remainder cash or cheque.

The advantage of standing orders is that they remain in place until the account holder cancels the standing order, cheques and cash are obviously each year. One disadvantage of standing order is the random nature in which they seem to be set up – coming into the account at random times of the year and sometimes it's hard to reconcile which term/year the payment is for.

One other issue is that where people join half way through the 100 club year – and pay the whole amount, the funds are spread over 2 years.

Suggest we do it for one year, closing date fixed.

3. 100 Club Bank Account

Proposal to change bank account to same bank as all other PTA accounts – so that setting up and admin might be slightly less onerous with existing signatories / new signatories.