

Parents' Association Lady Manners School

Minutes of the Annual General Meeting held on 3rd February 2020

Present: Amandine Poirier (Chair) **AP**, Dulcie Jones (Treasurer) **DJ**, Josephine Pickworth **JP**,
Attending: Mr Peat (Headteacher) **GP**, David Coe (Chair of Governors) **DC**, Janet Snell **JS**

		Action
Welcome	AP welcomed parents and school representatives to the meeting.	
Apologies	Miny, Fiona Swain.	
Minutes of the previous meeting	Minutes from the AGM on 5 th February 2019 were signed as a true record by AP as Chair.	
Election of Officers	<p>Committee unanimously agreed to change the name and the constitution from PA to PTFA to allow staff and friends to become committee members. Signed by Chair (AP) and witnessed by secretary (JP).</p> <p>It was agreed to add Janet Snell, Debra Goodwin and Gary Peat to both the Natwest bank account and the Co-op bank account.</p> <p>Nominations / Elections of Officers</p> <p>Chair – Josephine Pickworth - Proposed by AP, seconded by DJ Vice chair - TBC Treasurer – Acting - Janet Snell – Proposed by DJ, seconded by AP Secretary – TBC</p> <p>Committee unanimously agreed to election of: PA lottery ticket organiser – Janet Snell JS PA lottery ticket sellers – Committee members Approval of Banks: Co-op, Natwest Approval of inspector of accounts: James Cousins of Hartington Accountants</p>	DJ and AP to contact interested parties
Chairs Report	AP is sad to report that there has been a dwindling interest in the PTFA and so a new approach is necessary to try and attract parents to the PTFA. Different things might be needed to attract parents to help out with the committee.	
Financial Report	<p>In 2018/19 the PTFA made £8000, donated £10360 and have a £5500 balance in the current account. Car boots were less successful than in previous years but the £1 club made £2500 plus £800 gift aid. Most events make money. The lottery is a good source of income</p> <p>NatWest lottery account contains £1299 and the Co-op account has £4467. To transfer £600 from lottery into current account so there is £5000 made available for school.</p> <p>Will send the £160 for the speech day prizes.</p>	
School's Report	Mr Peat thanked the committee for their work to support the school and although they are disappointed, they understand the need to leave. Financial contributions make a huge difference to the school. Mr Peat had enjoyed attending the car boot. The PTFA is very effective and they are very grateful for the £17500	

	donation to the Science Lab, the school lunch clubs, the school officers and the 6 th form barn dance which happens in May each year. This all makes a difference to the students and he thanked AP and DJ for all their work and commitment to the cause.	
	Non-AGM matters followed	
Donation requests	School would like an outdoor canopy around RE and this will be £15-20K. IT equipment on the list. Guest authors School can decide what they would like to do with the £5000 donations and use it as they feel best.	DJ to arrange the bank transfer
Car Boots	Perhaps get the young enterprise companies to run the car boot sales and have a competition to make it easier on the members. Need to sort out dates and advertising- normally start in April School discussed getting the premises team to help on the day.	JS to follow up
Fundraising	£1 club – find a more efficient way of setting them up. Perhaps put it on the Facebook to advertise and advertise when the prize is won. This should be widely distributed and advertised more widely. Using better wine increases revenue Raffle prizes from local shops are good, plus donations from parents. Various events have been successful in the past – e.g., quiz night, and to look into race nights	JP to look into finding raffle prizes
Recruiting new PA members	Think of new ideas and approaches. JS to contact KD who expressed an interest in joining the committee and helping with the treasurer tasks JS to contact CR who had contacted the PTFA by email to express interest in supporting the PTFA with fundraising	JS to contact KD and CR
Upcoming events	Spring Concert – Miny helper \ Beth Cooper helper Find helpers, purchase refreshments. Cups, napkins and 6 bottles of red wine in the PTFA store cupboard available for the concert. Cakes and water to be purchased. JP to sort out finding helpers from the lists	JP to get the license
AOB	Amazon smile	JP to look into Amazon smile

MINUTES SIGNED BY:

POSITION:

DATE: