

Coed Glas PTA AGM minutes - 21st September 2018

Friday 21st September 9am, Coed Glas Primary School staff room

Present: Eileen Wong (EW) (chairwoman); Cerys Lockett (CL) (minutes); Ruth Allen (RA); Laura James (LJ); Tracey Ball (TB); Sian Nippers (SN); Julie Paton (JP); Nicola Jones (NJ); Rhian Palmer (RP); Jo Roberts (JR); Mr Kevin Hart (KH); Mrs Jeni Belcher (JB).

Apologies: Helen Simpson (HS); Louise Kelly (LK); Claire Jones (CJ).

	Item	Actions/Updates
1	Treasurer report (RA): - For full details, see Treasurer Report. Current account balance = £5958. - Suggested for 2018 / 2019 academic year the PTA trial having an 'ad hoc' budget for extra items that teachers ask for throughout the year that is not accounted for in the fundraising targets / budgets set in September. This was agreed by all present, but there must be a formal written request that is approved by a staff representative and included at an official PTA meeting. - During 2017 / 2018 we were hoping to fundraise for some of the outdoor shelters, but KH now received formal quotes and they are now looking to be £5000 - £6000 each, so it was decided that we will not transfer our funds over to the schools account until we are able to properly afford at least one of these. KH agreed that this was the appropriate action. - In 2018 / 2019 KH would like to have a rolling programme of shelters to be installed, starting with the year 2 playground area. This area will serve as additional learning space, quiet area for break times and shelter from the weather for children and parents at drop off and pick up.	Following meeting KH requested £4,500 transferred to School account so funds were readily available when needed for shelters.
2	Chair report (EW): For full details, please see Chair Repo.	
3	PTA Officer positions: <i>Outgoing officers:</i> - EW – Chairwoman: stepping down, but available for consultation - CL – Vice-chair: stepping down, but remaining on the committee - HS – Secretary: stepping down - RA – Treasurer: wishing to step down by Christmas, but happy to remain in post until the name, online banking log-in and other documentation goes through.	

	<i>Incoming officers:</i> • LJ – Chairwoman • TB – Vice-chair / Secretary and to take on treasurer role by Christmas • SN – Networking / engagement officer • JP – Year 2 class rep • CJ – Class rep for year 5, year 1 and reception • JR – to be involved in committee	• New committee may need to find a volunteer to take on the secretary & treasurer roles by Christmas to ensure level of transparency and governance in place.
4	CG School thanks to outgoing committee (KH): • KH generously thanked the outgoing committee remarking in particular on the inclusivity of the PTA and their events and the diversity of the events that have been put on that have helped to engage with a new range of the school community. “It cannot be underestimated the impact you’ve made to the school” - KH	
5	Other feedback and comments from attendees: • Breakdown of events and jobs required has been really helpful and encouraged volunteers to come forward. • Direct communication via Schoop, Facebook, Twitter have really helped engage the wider community and helped increase the level of awareness of what PTA was up to.	• EW agreed to continue managing the social media posts and schoop for PTA.
6	Fundraising goals: • Battery Bin for Mrs Goode / Eco council • Shelters x3: £15 000 - £18 000 needed. • Fixed playground equipment: approx. £6 000 – £8 000 needed / year for approx. 10 years to realistically pay for a rolling installation of sufficient playground equipment for all areas. • ‘Ad hoc fund’: The school will approve spending and then official written request will be discussed in PTA meeting before funds are released. £1000 agreed for the whole year.	• CL to follow up if the order has been placed for this yet. Approved in last PTA meeting in July.
7	Second hand uniform sale • Honesty box takings: - w/b 10/9: £8 - w/b 17/9: £1.90	

	• Price list misplaced which may be contributing the sudden lack of takings. • Next sale scheduled for Friday 21th September after school in Junior playground or wet weather option in foyer. • Agreed that as we move forward CL and LK will remain in charge of organising the second hand clothing.	• CL to print & pin up new price list
9	AOB: • RP requested permission to use the junior yard as a car park to ensure safe parking for the Llanishen and Lisvane Scouts Fireworks Night – Saturday 4th November from 4 – 8pm. No access will be required to the school buildings; car park will be manned throughout; approx. 30 cars will be parked; entrance to car park will be free, but there will be a request for donations; Llanishen and Lisvane Scouts will donate £50 to the school as a ‘thank you’ goodwill gesture. This was agreed by all.	• RP to liaise with KH & Caretaker.

Next meeting: Friday 5th October 9am in Coed Glas Staff Room.