

**Holy Name Catholic Primary School
Parent Teacher Association**

Annual General Meeting: 15 October 2008

Minutes

Present:

Deb Mercer	Gaye Walton
Sheila Burke	Helen Harrison
Kim McDonnell	Claire Lees
Jonathan Idle	
Angela Loftus	Flo Rowley
Morag McGough	Una Lavery
Helen Craggs	Mark Brennan
Alexia Holmes	
Lorraine Idle	
Carolyn Stephenson	
Mark Brennan	Clifford Taylor

Apologies:

Helen Bellamy
Bridget Hughes

1. The School Prayer was led by Mr Brennan.
2. Mr Brennan gave a vote of thanks to the outgoing committee on behalf of the staff and parents.
3. The minutes of the meeting held on 4 October 2007 were approved.
4. Deb Mercer presented the Chair's Report and review of the year for 2007/8, which had been tabled.
5. The Treasurer's Report for 2007/8 was tabled and presented by Jonathan Idle.
6. The outgoing Committee stepped down and the following were elected for a one year period:

Chair:	Carolyn Stephenson (Proposed S Burke, seconded K McDonnell)
Vice-Chair:	Deb Mercer (Proposed F Rowley, seconded L Idle)
Secretary:	Kim McDonnell (Proposed G Walton, seconded H Craggs)
Treasurer:	Jonathan Idle (Proposed A Holmes, seconded L Clarkson)

Additionally, it was agreed that Mary Harrington would assist Jonathan Idle as Vice-treasurer.

Accounts Examiners: Rob Casey and Graham Bellamy (and Clifford Taylor volunteered to stand for the role next year)

PTA Trustees (requirement of Charities legislation): Mark Brennan, Aiden Duffy, Mary Harrington, Helen Craggs, Sheila Burke, Gaye Walton, Claire Lees and Morag McGough

7. Communications and Publicity Officer: it was agreed that Flo Rowley should be re-appointed to this role for the year following on from her success in this new post the previous year.

8. PTA Year Representatives:

Reception	Kate Toplass Amanda Coultas
Year 1	Anne Marie Billington Sheila Burke
Year 2	Helen Craggs Morag McGough
Year 3	Alison Ryan Una Lavery
Year 4	Helen Bellamy Carol Marson
Year 5	Lorraine Idle Plus one other tbc
Year 6	Lorraine Barrass

It was agreed again that the Year Rep system is an effective method of keeping the widest numbers of parents involved and together with the new 'text to parents' system run by Mr Brennan the best means of ensuring that events are publicised and that ticket sales are co-ordinated efficiently.

9. A provisional PTA Calendar of Events was circulated for 2008/9 . The first event on the calendar had been the Reception party in the Church Hall, which had been a success in getting the new children and parents together socially. This effectively had replaced the Welcome Barbecue, which itself had been shifted to the end of the year as a Farewell Barbecue and held at the Church Hall. In addition to the dates already booked in, it was agreed to run Curry and Quiz night, the date and details of which would be confirmed. Flo Rowley and Angela Loftus agreed to co-ordinate this. Following the success of the one run with the Parish last year, a Ceilidh could again be organised, perhaps for February 2009. It was agreed that a Summer Ball should be organised for July 2009 and Kim McDonnell was asked to explore venues and dates. Generally, there had been a move in the PTA to organise many of the events by way of sub-groups who take

responsibility for that event, whilst reporting back to the regular PTA meetings and using the year Rep system then to promote the event. Although a draft 'Calendar' had been produced, there was often room to organise other activities and all ideas were welcome, even if they are planned in advance for 2009/10. fund-raising for the School was one function of the PTA but at the same time, the promotion of opportunities for children and parents to meet socially in different settings was important.

10. School discos had been moved to the earlier time of 3.30 – 5.00pm because it had been felt that the 6.00 – 8.00 slot was rather late and probably too long. It was agreed that varying the times through the year would allow some involvement by children whose parents could not leave work to attend the 3.30 event. It was also noted that the KS2 disco would be repeated as a non-parent event (subject to the kind co-operation of staff and PTA volunteers). Because of potential clashes in the use of the School Hall it was agreed that some events may be better held in the Church Hall if it were available.
11. Additionally, staging the Talent Show Heats as an event open to parents and friends to attend was considered to be a success and was to be repeated in the Church Hall in advance of the Summer Fair, when the finals would be held. The meeting felt that a charge should be made this year for the viewing the heats as a significant number of parents and children attended in 2008 and it was considered to be an entertaining evening. This would then cover the cost of hiring the DJ to act as MC.
12. It was agreed that following the success of production of a school calendar for Christmas 2007, organised as a fundraising venture, the event could be repeated for Christmas 2009. It was felt that some events were better held every two or three years rather than becoming annual fixtures. It was noted that quite often there is a longer lead time than may be realised and so planning would have to start in the previous year. The Calendar would be arranged at the end of 2008/9 academic year so that the sponsors could be placed early and photographs taken in good time to receive back the finished calendars ready to sell as Christmas presents.
13. There was a general discussion about the range of uses which are supported by the funds raised through PTA activities. Mr Brennan explained that it has always been accepted that PTA contributions should be used as expenditure which would not be available from other sources or which made activities affordable for parents when otherwise the cost may be prohibitive. The PTA would never be expected to provide funds for expenditure which formed the core of the curriculum and of course neither is it the role of the PTA to be involved with school expenditure policy as that is the role of the Governors. Additionally, it was important that each year group would benefit from the use of the funds (for example the funding of the transport to the year 6 residential trip, as it is anticipated that all pupils will benefit from this during their time at Holy Name).

The items which are funded on a continuing annual basis include contributions to the Christmas parties and to the KS1 Production costumes, refreshments at the Advent Mass and payment for the 'Freddy Fit' day for all classes. As Treasurer, Jon Idle noted that for propriety and to accord with the PTA's status as a Charity the meetings of the PTA should vote through the items which are supported by PTA fundraising ie there should be a minute on the file which confirms the decision to fund significant items of expenditure before that expenditure is incurred or any announcement made to the school/parents. In practice this means perhaps having a list of the continuing commitments as an agenda item at the AGM each year so that the AGM can formally approve the expenditure for the year ahead.

14. The meeting agreed that spending funds on a mixture of activities and capital purchases was appropriate. There was some concern that new funds may be reduced because of the economic downturn and in this respect Jon Idle reported that it would be useful to budget for what is required by way of priorities for expenditure and the continuing contributions for school-based 'additional' activities.
15. In 2008, the PTA through the year had already committed to buying the playground benches but there would be surplus cash for playground development. Mr Brennan noted that the members of the school council were engaged in an exercise of selecting educational outdoor activity equipment, each item of which is potentially affordable. Mr Brennan is to provide a list of this equipment to the next PTA meeting together with a longer 'wishlist'. It was recognised that it may take 3 or 4 years to provide all that is needed to 'stock up' the playground. Additionally, once the current external structural works are completed, it may become apparent to the school that some larger play structure would be appropriate for a particular area of the playground in which case the PTA can inform parents what the fundraising target is for the year.
16. There was a general feeling that having an agreed specific focus for fundraising put forward by the school and backed by the PTA has an encouraging effect on attendance at PTA fundraising events.