

# MINUTES

## Parents and Teachers Association Misterton School Annual General Meeting Minutes

*4<sup>th</sup> October 2018 3.30pm | Meeting called to order by Kate Goodison*

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### In Attendance

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Kate Goodison (KG) - Chair, Lisa Emmerson (LE) – Treasurer, Clare Madgin (CM) – Secretary –, Alice Wines (AW), Hannah Palmer (HP), Philip Masterman (PM), Rachel Perry-Masterman (RPM), Natasha Monkton (NM), Niki Clarke (NC)

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### Apologies

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Nicola Ball, Stephen Loveless

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### Actions and approval of last minutes

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Christingle receipts still to be paid - (KG actions note 1.)

Update on Outdoor play area – funding not yet paid – KG to check with NB (KG actions note 2.)

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### Chair report – 2017/2018

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Chair's Report 2017-2018 – Kate Goodison 04/10/2018

Having taken on the role of chair last October, I have thoroughly enjoyed the past year. I have had a great team to support me and I am very proud of all of our achievements. We have all worked hard and it is great to see the results of our efforts in and around the school. I am particularly looking forward to seeing the outdoor play equipment when it is finished.

This year we have continued to be able to subsidise the children's swimming lessons, put on the Christmas party, paid for the leavers hoodies and contributed towards the school trips. We have also provided £1588.33 for school equipment which includes the new role play area in Oak Class and library area in Cedar Class. As mentioned above, thanks to the previous committee's achievements we have been able to donate £4000 to a new play area for the top playground.

Our main events have been our Christmas and Easter bingos and both the Misterton Village and school summer fetes, bringing in in excess of over £3500.

We have also held some smaller fund raisers throughout the year and have had two very successful Bag2School collections, one in particular helped by the very kind generosity of the late Teresa Braley who donated over 20 bags of clothes from her own fundraising event.

My role as Chair has been incredibly rewarding and I am extremely grateful to my fellow committee members and our helpers who have been so supportive during this past year. It is with a heavy heart that I say goodbye to both Lisa and Stephen but thank you to you both. I would also like to thank Miss Ball, Mrs Hunt and Mrs Carter who have all supported me in this steep learning curve!

Last but not least, thank you to all the fabulous children, their parents, friends and families for all their continued support.

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## Treasurers Report – 2017/2018

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Sorry I can't be with you today but I just wanted to say a few things about the accounts this year and what we have achieved.

The accounts are currently being audited as we speak so may slightly differ to what I have put together but I wanted you to have an insight to what we have achieved this year.

Yet again it has been a busy year for the MPTA having successfully raised an impressive £3,695.77. Although this is down on the previous year our focus this year has been on the children and so expenditure has been slightly higher.

The fete this year was about the children having fun, so we asked Bug Fest and Sharadays bird of prey to join us. This put the expenditure up slightly but we were still able to raise a successful £667.

As you can see from the accounts we have put back most of what we have raise this year into the school, spending a massive £1588.33 on new equipment and £1241.47 on swimming alone.

Thanks also to the hard work of the FOMS team from the previous year and to the new MPTA team the bank balance remains healthy at £5474. After a discussion with the staff at the school about what will benefit the children we have agreed to put £4000 towards the new climbing frame. As you will agree this is a fantastic amount to be able to give back to the school and would not be possible without the fantastic support of the parents/ carers who volunteer their time and work hard to help raise this money.

I am sorry to say that I have decided to step down from my position as treasurer this year although I am still willing to volunteer my services when needed.

I will also support the new treasurer in their new role for as long as needed.

### Financial Report

<b>Balances</b>	
Current Account	£5,474.29
Cash in Tin	£79.21
<b>Total</b>	<b>£5,553.50</b>

<b>Fundraising Activities</b>			
	Income £	Expenditure £	Profit £
Christmas Bingo	1115.90	215.24	900.66
Christmas Party	31.00	24.28	6.72
Easter Bingo	1004.45	139.80	864.65
Mothering Sunday	45.00	66.22	-21.22
Father's Day	41.00	40.50	0.50
Misterton Fete	836.60	459.30	377.30
School Fete	1297.99	630.50	667.49

Lucky Draw	137.00	0	137.00
Lighting Up Stall	90.00	38.33	51.67
<b>Totals</b>	4598.94	1614.17	2984.77

<b>Donated Income</b>	
Fete Committee Donation	£400.00
<b>Total</b>	£400.00

<b>Other Income</b>	
Friday Treats	£20.00
Bag2Schools	£264.00
Second Hand Uniform	£21.00
Logo Competition	£6.00
<b>Total</b>	£311.00

<b>Total Income</b>	
Fundraising events	£2984.77
Donated Income	£400.00
Other Income	£311.00
<b>Total</b>	£3695.77

<b>Expenditure</b>	
Book Bags	£135.00
Pantomime Donation	£114.00
Swimming	£1241.47
School Trips	£111.21
Christmas Party/ Lunch	£100.79
Equipment for School	£1588.33
PTA Equipment	£140.16
Subscriptions	£90.00
Consumables	£40.98
<b>Total</b>	<b>£3561.94</b>

<b>Total Income</b>	
Total Income	£3695.77
Total Expenditure	£3561.94
<b>Total Balance</b>	£133.83

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## Election of Officers 2018/2019

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As of 4<sup>th</sup> October Lisa Emmerson (Treasurer) and Stephen Loveless (Vice Chair) have both resigned from their roles.

The 2018/2019 committee will be formed of the following members

Kate Goodison - Chair – nominated by HP, seconded by CM

Clare Madgin - Secretary – nominated by KG seconded by HP

The Treasurer role is yet to be formally agreed but LE nominated Mr Newton (who could not be present) which was seconded by KG.

The committee was in agreement that for the 2018/2019 year there would be no vice chair.

The meeting attendees were all in agreement that this would form the new Misterton First School PTA

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## Constitution 2018/2019

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The committee were in agreement that the constitution for 2018/2019 would remain unchanged. Misterton First School PTA will raise funds for the benefit of the pupils at Misterton First School,

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## Allocation of funds & online banking review

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Outdoor play equipment plans ongoing

MPTA wish to donate PA and Microphone equipment to the school in time for the Christmas performances.

KG to speak to NG about possible options (KG actions note 3.)

LE confirmed online banking has been set up

AW suggested linking with the school council to discuss funding requirements as well as feedback on MPTA activities. KG to arrange date with NB (KG actions note 4.)

KG to speak to NB to see if painting overalls still required (KG actions note 5.)

HP suggested using the skills set of the parents and carers to help with maintenance of the school. KG to check whether possible (KG actions note 6.)

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## 2018/2019 Events

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MPTA Christmas Bingo has been booked for the 12<sup>th</sup> November. Parent support required after school for set up as well as during the event (6pm set up, 6.30pm doors open, 7.30pm eyes down). 3 non uniform dates are required in exchange for donations for the event. KG to speak with NB about potential dates (KG actions note 7.)

It was proposed that a school Christmas light up event could take place in place of the Crewkerne light up event. This would be advertised in the local magazine and hopefully build links with the local community. The WI are having a similar event on the 14<sup>th</sup> December so it could be possible to link the 2 events. KG to source donated tree for the event (KG actions note 8.)

Additional MPTA events in 2018 would be the advent calendars, Christmas Party and funding towards the pantomime.

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### Any Other Business

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The new 100 club has been launched and has had some sign up. There are some restrictions surrounding advertising but it was requested that this form part of the agenda for the next meeting.

MPTA Newsletter to be sent out (CM actions note 1.)

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### Dates for the Diary

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Bags2School collection – 19<sup>th</sup> October

Christmas Bingo – 12<sup>th</sup> November

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### Next Meeting

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18<sup>th</sup> October 2018 3.30pm, Middle Room – Misterton First School.

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### Actions for next meeting

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Kate Goodison	<ol style="list-style-type: none"> <li>1. Pass Christingle receipt to LE for payment (Miss Wines &amp; Miss Knight)</li> <li>2. Ask Miss Ball for an update on the outdoor play area</li> <li>3. Discuss PA equipment required with NB</li> <li>4. Arrange to meet with the school council</li> <li>5. Check painting overalls still required with NB</li> <li>6. Check whether parents/ Carers are able to help with school maintenance</li> <li>7. Check non uniform dates with NB</li> <li>8. Source Christmas tree for light up event</li> </ol>
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Clare Madgin	<ol style="list-style-type: none"> <li>1. Send out newsletter</li> </ol>
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Approved purchases	None
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