



**MINUTES OF THE PTA AGM HELD ON MONDAY 17TH SEPTEMBER 2018, 7PM
AT LACON CHILDE SCHOOL**

PRESENT: Darren Reynolds, Sarah-Jane Davies, Rachel Robinson, Zoe Baggott, Sarah Barnsley, Sharon Wakeman, Sue Brown, Amie Williams, Emma Macvean, Tracey Clinton, Sarah Price, Hannah Coleman.

APOLOGIES: Kate Ramsey

MINUTES OF AGM HELD ON 26th SEPTEMBER 2017 : Read and signed as a true record.

Sarah-Jane warmly welcomed everyone to the meeting.

1. Reports

- a) President's Report attached. Darren thanked the PTA for their continued hard work and expressed his admiration and gratitude for what had been achieved by such a small group of individuals. He highlighted the success of the Classic Borders Bike Show and the Lacon Lottery, as well as a presence at the kite festival this year to specifically support the PE Department; something which he hopes will continue and grow in the coming years. Darren also described the vital link that the PTA provides between the school, pupils and parents as summarised some of the important topics that have been covered over the last 12 months through the PTA. Darren concluded his report with a plea for more parents to get involved to ensure the continued survival and success of the PTA, and pledged to promote the PTA and help recruit new members.
- b) Chair's Report attached. Sarah-Jane spoke about why the PTA is so important to the school and then went through the highlights of the past year. She thanked everyone on the PTA for their support over the last 12 months, specifically mentioning the success of sharing roles and responsibilities (2 secretaries and 2 treasurers). She also thanked Sue and Tracey for their hard work on the bike show, Darren and all the staff at Lacon for their support, in particular Kristien Wood for his support during and after the kite festival. Sarah-Jane concluded her report by highlighting the need to bring in more members to ensure the sustainability of the PTA given that 4 regular volunteers have children now in Y11.
- c) Treasurer's Report. Sarah and Sharon confirmed that the current bank balance (August statement) was £2761.54. In addition to these funds though there is the £2875 which was raised from the bike show. The kite festival raised £265 in total and there is only 1 outstanding wish list item from last year which is membership of the geographical society (due spring term).

2. Election of Officers

Sarah-Jane advised that she was happy to continue as Chair for another 12 months, but this would be her last year as a member of the PTA. She was nominated for re-election by Rachel, which was seconded by Emma and Zoe. Sarah-Jane was duly re-elected as Chair.

Rachel Robinson was happy to continue as Joint Secretary for another 12 months, but Zoe Baggott stood down from her role as minutes secretary. Hannah Coleman kindly volunteered to take over the role of minutes secretary. Rachel and Hannah were nominated by Sarah-Jane and seconded by Zoe and Darren. Rachel and Hannah were duly elected as Joint Secretary.

Sarah Barnsley and Sharon Wakeman have kindly agreed to carry on their role as Joint Treasurer. Sarah and Sharon were nominated by Sarah-Jane, which was seconded by Zoe. Sarah and Sharon were duly re-elected as Joint Treasurer.

ACTION – Rachel and Zoe to meet with Hannah ASAP to discuss joint secretary role and handover relevant resources.

3. MATTERS ARISING

a) Bike Show

Sue spoke about switching to a 1-day format and confirmed that £3714 was raised in total, which resulted in a donation of £2875 once costs were accounted for. Sue explained how a 1-day format reduced some costs, but also led to a simpler wristband entry system. There were lots of positive comments about the food (especially the meat from Heath Farm) and lots of praise and gratitude to Tina from catering for helping in the kitchen on the day. 10% of profits from the bike show will be donated to the Midland Air Ambulance, and it was agreed to keep this format for next year as this is a charity that resonates with the biking community. There will be a mop up meeting next Wednesday (26th) and it is believed that Jim will step down as joint organiser of the bike show and completely hand over to the PTA. Sue and Tracey will lead on the bike show again next year.

b) Recruitment to PTA

Darren confirmed that he was going to promote the PTA in the next school newsletter.

ACTION: Darren to also include a link for the PTA Facebook page in the next newsletter to encourage more parents to follow the group and keep up to date with news.

c) Wish Lists

Wish lists can now be submitted ready for the next PTA meeting.

ACTION: Rachel to send letters inviting teachers to apply for wish list items. Requests to be with Darren before next meeting on 23rd October.

d) Bags to School

Emma confirmed that the bags were due to arrive in school w/c 15th October and will be collected on 12th November. There was some discussion around whether we could increase the number of bags being returned by having local points of contact for different villages etc, but it was decided instead to try and get permission from the coach companies for children to bring the bags on the school buses so that we could make this agreement clear via ParentMail.

It was also suggested that an article put in the Clarion so that the local community could get involved too as they do not need specific bags.

ACTION: Emma to link in with office staff re delivery, labelling and issue of bags.

ACTION: Rachel to contact Mawley, Whittles & Yarrantons to ask if they would be willing to support Bags to School and allow children to bring the bags on the buses.

ACTION: Rachel to contact the Clarion to promote Bags to School and advise on what can be donated and when it should be sent to school.

e) Fundraising Events

SECOND-HAND UNIFORM

There was some discussion about the benefits of a second-hand uniform sale, specifically at the new intake evening.

ACTION: Sue and Sarah-Jane to explore options.

QUIZ NIGHT

This will be held on Friday 30th November. It was agreed to run a bar again as this was simple to organise and also profitable, but food would not be done again as this was time consuming. Nibbles will be put on the table instead. It was also confirmed that the local community would be invited again. Other decisions made were:

- Teams will swap question papers for marking
- Tickets will be £5 per person with sales co-ordinated at school
- Picture Round
- Mystery Cash Prize again for the winning team
- Sarah to run an Irish raffle
- Regular raffle too with a hamper as the prize

ACTION: Darren to ask each department to set a list of 10 questions (including some questions age appropriate for children).

4. AOB

a) WINTER CONCERT

Monday 17th December – to be discussed further at next meeting.

b) EASY FUNDRAISING

Sarah spoke about the benefits of this scheme and that she had found a stagnant account for the school. It was unanimously agreed that this was a great idea and worth resurrecting.

ACTION: Sarah to organise becoming administrator for the site.

ACTION: Sarah-Jane to promote via ParentMail once Sarah has confirmed all is in order.

5. Date of Next Meeting

The next meeting will be on Tuesday 23rd October, 5.30pm at school. This will include discussion of wish lists and teachers will be invited to come along to the meeting to present their requests.

THE AGM & PTA MEETING CLOSED AT 8.45PM