**P**arent **T**eacher **F**riends **A**ssociation

Montpelier Primary School

North Down Rd, Beacon Park, Plymouth, PL2 3HN

E-Mail – ptfa@mpsplymouth.net

MINUTES OF THE AGM MEETING

Friday 7th October 2016.
Café Connect 9.00am

**Attendance**

Chair- Luke Pritchard

Treasurer – Janet Peacock

**Committee Members**;

Tamsin Davies

Rebecca Jones

Teresa Baker

Zoë Underwood

Janet Peacock

Kylie Armstrong

Debbie Phillips

Sarah Haley

Hayley Benson

Linda Mccabe

Tracy Spragg

1. **Welcome**

Luke Pritchard chaired the meeting and welcomed new members.

2. **Chairman’s Report**

Luke Prichard gave his annual Chairman’s report.

It provided a summary of the previous school year’s events and fundraising activities. The report acknowledged the hard work, time and effort of a small core group of members to make the events held last year successful. Special thanks went to Janet Peacock who organised the summer fair. Luke noted how encouraged the PTFA are with having more new members joining and supporting the association. A copy of the Chairman’s Report is available separately.

 Tracy Spragg thanked Luke for his time as Chair and all of the PTFA Committee and members for their hard work over the past year,

3. **Treasurer’s Report**

Janet Peacock gave her report of the finances relating to the past year, providing a breakdown of the various events and their income and profit. In addition, she provided details of expenditure for the year. A copy of the Treasurer’s report is available separately. Janet noted that the accounts had been presented to Beverley Bell, the school’s business manager, who will be reviewing and auditing them. Beverley Bell had indicated that there were currently no concerns with regard to the accounts. The PTFA made £3,305.60 last year and now has funds of

£ 6568.77

 **Opening Balance £4268.53**

 **Closing Balance £ 6568.77**

Tracy Spragg thanked Janet for the excellent work that she had done throughout the year.

4. **Elections**

The elected positions are detailed below, it was agreed that help would be given to new committee members as required.

**2016/2017 Committee Members**

|  |  |  |
| --- | --- | --- |
| Chair Janet  | Peacock |  |
| Secretary Zoe | Underwood |  |
| Treasurer Luke |  Pritchard |  |
|  |  |  |

Janet suggested creating a list of volunteer members who were willing on some occasions to help.

5. **Events Planning**

Janet proposed a Ladies Shopping Evening before Christmas. The rest of the members agreed that this would be a good idea. Two proposed dates were given, Thursday 24th or Friday November. Tracy S would speak to the church group to see if they would be prepared to move as they usually have the two halls on a Friday night.

The Christmas Fair would be held on Friday 2nd December after school.

**6. Communication**

Janet would post any messages for the PTFA on the PTFA Facebook page which currently had 25 members. There was also discussion around creating a Whatsapp page.

7. **Purchases**

The PTFA have suggested emailing staff to ascertain what they may want to spend our current funds on.

In addition, the PTFA would like to buy:

* A Barbecue
* A sports gazebo
* Some more display tables
* Some further items for the new parent cafe

Long term, the PTFA would also like to support the purchase of further large apparatus for the Pirate Playground. This would be a long term goal as the cost of new apparatus would easily be in the region of £10 000. Zoe suggested that the PTFA could set up a ‘Crowd Fund’ to raise addition money. Further investigation on how we could do this would be done.

Tamsin would also try to sort some new chalk boards for the Pirate Playground.

8. **Date of Next Meeting**

The date of the next meeting - Friday 12th October at 7.30pm. Janet would host this at her home. Tracy would send a text out to all parents to remind them of this meeting.