

# **Hinckley Parks Primary School PTA AGM Meeting Minutes**

Thursday 12<sup>th</sup> Sept 2019

## **I. Attendees**

Sally Bott - Chair (SB), Louise Higgins (LH), Joanne James (JJ), Lucy Starchurski (LS), Katy Adcock (KA), Hayley Tallis (HT), Elly Brimley (EB), Cathy Suett (CS), Dave Harding (DH)

## **II. Apologies**

Charlie Hill (CH), Melissa Walford (MW). SB noted other parents who had expressed an interest to help & support.

## **III. Chairperson & Treasurers' Reports**

SB read both reports in absence of MW, it was deemed to be a very successful year having gained additional parental support and volunteer numbers as well as building ever stronger links with the school. Financially it was also a fantastic achievement with the PTA bank balance in excess of £6000

## **IV. Committee Nominations/elections**

No one requested to become the new chair, SB happy to remain in role.

SB advised MW was stepping down from treasurer role due to other commitments and requested more support on the committee. The following took up roles

Chair – Sally Bott

Vice-chair – Charlie Hill

Treasurer – Louise Higgins

Secretary – Joanne James

Additional Committee Support: Hayley Tallis, Lucy Stachurski, Elly Brimley, Katy Adcock

School representative: Cathy Suett

Messenger group has been set up to keep committee aware of progress and Facebook page Hinckley Parks Fundraisers will be kept up to date to spread message of events

## **V. Constitution Document**

SB proposed we become a Constitution, the first step towards becoming a charity which may become a legal requirement in the future. This formalizes the PTA as a fundraising group and if we keep accurate accounts as we go through this year we will be in a good position to take the next step when/if required. The model document (parentkind) was shared and discussed. All agreed to adopt the model constitution. It was signed by SB and witnessed by LH.

## **VI. Update on Playground Project**

Designs to be reviewed and also discussed at school council as to what the children would like to see. Placings to be decided at a later date as work on the school grounds may affect which years play where. All agreed that it's best to delay to ensure the correct age-appropriate designs are in the right place.

## **VII. Fundraising Projects 2019/20**

Several events are already planned – see separate table for details.

DH/CS to involve school council for more ideas (both for future events & how to spend funds)

SB received 1 staff request for funds but will wait for further requests and funding requirements before any decisions are made. DH/CS to advise staff. All agreed monies spent should benefit as many pupils as possible

## **VIII. AOB**

Microphones for assembly were discussed – DH/CS advised work has been done but still awaiting fixing from current company

Suggestion that PTA committee get something to identify ourselves at event – lanyard or t-shirt discussed, to be decided.

When out and about look out for offers/sales where prizes for future events could be picked up

## **IX. Next Meeting: Agreed Thursday November 7<sup>th</sup>, venue TBC**