

Romsey Abbey Primary School PTA AGM

Tuesday 24th September 2019

Attendees: Maz Paddock (MP), Dawn Burnham (DB), John Barber (JB), Jemma Jones (JJ), Jodie Hiscutt (JH), Helen Normington (HN), Jane Rummey (JR), Karen McHugh (KM), Richard Gardiner (RG), Emma Towers (ET), Kathryn Holyland (KH), Rachel Langley (RL)

Item	Description	Action
1	Apologies: Nick Bowden (NB), Becky Hellings (BH), Kin Yau (KY)	
2	Reviewed minutes of last AGM (16.10.2018)	
3	No matters arising from minutes of last AGM so signed off by the Chair	
4	Chair's reports for 2018/2019 MP summarised her report. Chair's report attached.	
5	Treasurer's report MP summarised KY's report. Treasurer's report attached.	
6	Appointment of an Independent Examiner of Accounts (Charity Commission) and Constitution with PTA UK PTA UK is now PARENTKIND, and our relationship with them will continue. Given some difficulties getting help with some events, we are hoping to expand the PTA to 'PTA and friends', to include extended family and the wider community.	
7	Election of Officers and Trustees of the Committee The PTA committee for the upcoming year were elected, as follows: Chair – Maz Paddock – proposed by JB, seconded by ET Vice Chair – John Bishop – proposed by MP, seconded by RL Secretary – Rachel Langley – proposed by JJ, seconded by ET Treasurer – Kin Yau – proposed by MP, seconded by GJ	
8	AOB Discussion about how to generate greater awareness to families of upcoming events. JJ suggested planning dates (e.g. for cakes sales) in PTA meeting with class reps before dates are published. Then possibility of delegating the responsibility for certain tasks (e.g. Y1 needs a cake sale this half term) for class reps to organise date and volunteers. Potential for sometimes mixing up different days of week for meetings (e.g. parent forums) to enable working parents to attend. Year reps largely lined up (2 per year group). ET proposed model for each year group having a lead coordinator and class rep – which JJ commented has perhaps already evolved organically. JJ proposed a separate committee to organise the fete due to the extent of the responsibility – would need a chair and group of committed people to constitute committee and take ownership of planning and implementation, from really early in the school year. Any fete meetings and decisions would then be reported back into PTA meetings, so the fete still comes under the remit of the PTA. JJ to make enquiries and feedback at next PTA meeting. Christmas Fair currently in 'dates for diary' on 12 th December 2019.	JJ

	<p>MP proposed moving the Christmas Fair to a Saturday to expand it into a larger event to include the local community, e.g. late November/early December. RL suggested there may be difficulties with families' commitments at weekends in the run up to Christmas (both to attend and for those volunteering to help with the event). JH proposed it can still be expanded to welcome the local community on a school night. JB commented that it is very busy for first hour which then tails off. RG suggested possibly having a published schedule of events (e.g. choir singing carols at 4.30; raffle draw at 5 pm) so people know what to expect and stay on for/come in time for. HN suggested it could include a Santa's grotto with pre-booked 15 minute slots (e.g. in the old library). Discussion about preferable day for xmas fair (when bookings in after school clubs are lowest and the hall is available), probably a Monday or Thursday. Taking into consideration of all the suggestions and comments from all those present, it was suggested to keep the Christmas Fair to after school but possibly extending the time a little.</p> <p>DB noted a new charity shop has opened in the square: 'Carers in the Community' and they are looking to reach out in the community. They would like to make connections with our school (e.g. to display local school artwork etc).</p> <p>GJ clarified the governors have requested a slot at the next PTA meeting to discuss the role of governors.</p>	
	<p>Date of next PTA meeting: 15.10.19</p> <p>Date of next AGM: 22.09.20</p>	