



Ss. Alban & Stephen Schools' PTA

Meeting:	SSAS PTA AGM 2018
Date:	18.09.18
Time:	7.30-9pm
Location:	The Crown, 144-146 Hatfield Rd, St Albans, AL1 4JA
Attendees:	<p>PTA Chairman: David Eaton</p> <p>PTA Co-Presidents: Aisling Cannon (Infants) Aideen Porter (Juniors)</p> <p>PTA Committee: Chantelle Nicholls (Secretary) Celia Roberts (Events), Ian Loh (Treasurer), Silvia Jarauta (Vice Treasurer), Pamella Simpson (committee), Patricia Leach (Lottery), Victoria Hines (Events), Annalie Goldsmith (Signatory) and Clodagh Shenton (committee)</p> <p>SSAS Infants teacher representatives: Alice Ketley and Aisling Cannon</p> <p>SSAS Juniors teacher representative: Aideen Porter</p> <p>Independent Examiner: Jack Easton</p> <p>Parents/Carers: Mike Sessor, Suzi Wegenek, Siobhan Madigan, Sabrina Apicella, Maddy Eaton, Richard Mills, David Markham, Alberto Gonzalez, Katy Luckhurst, Emma Sagir, Rachel Smith, Jana Cofone, Brigio Jordan, Dulce Alvarez, Bernie Jackson, and Alex Lillo.</p> <p>Apologies for absence:</p> <ul style="list-style-type: none"> • Nicola Richards (Events) • Ann Moss (Junior Discos) • Emi Engelhardt • Jo McMenamin • Becky Hoskins
Number of attendees:	28
Meeting notes taken by:	David Eaton and Maddy Eaton
Agenda items:	<ol style="list-style-type: none"> 1. Welcome 2. Introduction from PTA Chairman 3. What does the PTA do? 4. Overview of last year's Performance 5. Proposed Spending Plans (Mrs. Porter and Miss. Cannon) 6. 2018/2019 plans 7. Election of Committee members 8. Any Other Business 9. Meeting Conclusion

Agenda Items

1. Welcome (Aideen Porter, Co-President of the PTA and Acting Head Teacher of Juniors)

- Mrs Porter opened the meeting with a prayer and welcomed us all to this year's AGM thanking us all for the work we have done over the past year.

2. Introduction (David Eaton – PTA Chairman)

- David thanked those present for all their support in his first year in the role and to all those present for coming to the AGM.

- “As a PTA, we have a solid base of events that repeat each term and each year which give us a great foundation on which to build. This year we managed to add three new events to the calendar – Bunning’s Sausage Sizzler, Father’s Day, and Summer Fair.”
- It was discussed that everyone can find the details of the events in the termly PTA newsletter and the poster boards outside the reception areas of the schools.
- “As parents, it’s natural that we follow our children through the school and out of the school, so as we say goodbye to some valued members of the PTA, we also say ‘welcome’ to some new members. It’s wonderful to see the experience and knowledge being passed from one parent to another. Celia has helped me to settle smoothly into the role of Chair over this past year and we also have new volunteers; Silvia, standing for the deputy treasurer role, and Ian, for the treasurer role learning from Bernie and Stephen in turn.” said David.

3. What does the PTA do? (David Eaton – PTA Chairman)

- The PTA meet once a term and discuss the term’s events – the good feedback and what they could work on for next time and potential events or ideas for PTA to include in their event schedule.
 - “The meetings are also a great opportunity to highlight any problem areas that need our help and ways in which we can solve them”, said David.
- They also mentioned that they discuss spending plans and needs for the two schools.
- Positive feedback received for the PTA newsletter and posters that are situated near the school entrances.

4. Overview of last year’s performance (Ian Loh – PTA Treasurer)

- With Ian still relatively fresh to the PTA committee as the new Treasurer, he was acclimatising to the role as part of his handover. He still has some loose ends to sort, which he’ll address in the coming months.
- Ian shared the 2017/2018 financial review summary which showed an overview of the PTA accounts and the results of the fundraising in the last year. The meeting attendees agreed how useful it was and that it should be shared to a wider audience.
 - It was interesting to see the breakdown of how much was raised at each event – proving an excellent gauge of how successful (or not) the events had been for us.
 - The summary showed that we raised a consistent amount in comparison with previous years – although the PTA had less events (missing from previous year were tea-towels, wreath making, and DVD sales).
- Ian shared with the attendees, the improvement he plans to make to the banking process.
 - Ian plans to move the PTA banking online to help simplify how we receive and send funds to the PTA account making them quicker for him and for parents too.
 - He told us about a recent improvement with online banking that enables users to pay in cheques electronically – without the need to visit a bank in person. Cheques can be scanned and paid directly to an account, so this will help speed up paying-in.

5. Proposed Spending Plans (Aideen Porter and Co-President/Acting Head of Infants, Aisling Cannon)

- This year in both schools, there is a focus on Mathematics and both Mrs. Porter and Miss. Cannon would like to buy equipment to support the education of this important subject.
- Education Through Play is continuing into Key Stage 1 and so new games that support this style of learning will be needed for the classrooms.
- There’s is also a desire to modernise the way the teaching is done and the purchase of software and programmes to enable cloud-based learning is required to do this.

- A Google system was mentioned and one of the parents work for Google and may be able to arrange some training for the teachers
- New whiteboards are needed for the Infants
 - Mrs. Porter has recently purchased some for the Junior school, with thanks to the support from the PTA and explained that as part of the buying decision, they chose a supplier based not just on price, but also the post-sale support that was available should the school need help on an ongoing basis
 - Both schools face similar tech needs, so it was recognised that there's potential to utilise our buying power as a unit of two schools when negotiating with suppliers re: bulk quantity discount
- At the Juniors, a new sound system is required for the computer room

6. 2018/2019 plans (David Eaton – PTA Chairman)

- Ticketed events have done well for us in the past, they raise a lot of money for the PTA and David said that he'd look to arrange more of them – not just for the children, but also adult nights out too.
 - Some of the ticketed events held this past year: The Ball, Summer Fair, Pantomime, and Quiz Night.

Suggestions put forward for tickets events:

- Hiring the Odyssey cinema for a private viewing for the school
 - Celia Roberts (PTA committee member) will be arranging a night out for the parents at the Trestle Theatre with a live band
 - Murder mystery night for the adults
- It was noted how grateful the PTA were for the generosity of one of the school parents, Richard Marrett, who is the manager of St. Michael's Manor. Providing a fantastic venue and hospitality drove the success of the Ball last year and resulted in one of the biggest earning events in the PTA calendar. The one Ball held last year was oversubscribed, so the PTA are looking to hold two events instead in the spring term
 - The PTA also plan to repeat the Summer Fair event in 2019
 - Suggestions for events from those in the room included having a tea and cake afternoon around Easter time, a slight change to the approach for the Easter event and maybe looking at something equally fun and perhaps a little easier for the PTA to manage – an Easter Bingo for the children. Also suggested was wine tasting (for the adults of course!) complemented by 'The Cheese Man' cheese tasting, magic entertainer for the infants, and to bring back wreath making in readiness for Christmas
 - David explained that he has joined a network of other PTA Chairs from the other schools in St. Albans. Meeting with them will be a benefit to our two schools and a chance to share ideas, find out their success stories, and see how we can work together for mutual benefit
 - An example was given: perhaps borrowing another school's playing field so we can hold a camping night for our children

7. Election of Committee members (David Eaton – PTA Chairman)

- David Eaton volunteered for the role of Chairman
- Silvia Jarauta volunteered for the role of Deputy Treasurer
- Ian Loh volunteered for the role of Treasurer

All were unopposed.

8. Any Other Business (David Eaton – PTA Chairman)

- Some parents might welcome a one-off donation to cover all the times in the year that the PTA asked for donations, but that the donations were voluntary. This caused much debate in the room and it was felt that perhaps it might reduce the amount of donations the PTA receive
 - However, maybe a 'gifting' opportunity would be possible, allowing parents to donate more if they wanted to?
 - It's an education piece for parents/carers
- It was mentioned that until recently, that some of the parents may not know that the PTA is a registered charity and that to be a charity, our PTA has certain regulations to follow
- One suggestion was that maybe the PTA could look at hosting a few free events through the year?
- It was raised whether we could claim Gift Aid on these donations?
- Independent Examiner, Jack Easton, confirmed that we couldn't do free events as they could be considered a social club and against rules of being a charity
- Giving through your company – several parents have recently registered the PTA with their employers as part of a charity donation scheme. Do other parents know this is an option for them?
 - The schemes often involve a simple form to complete, often work as a salary sacrifice, coming straight out of the salary automatically and often matched or bettered by the company itself. It's a great way for parents to contribute to the PTA in ways other than our events and with very little hassle to the parent/carer themselves
 - It was mentioned that parents/carers can also collect free donations every time they shop online without costing them anything via www.easyfundraising.org.uk/causes/ssaspta

9. Meeting Conclusion (David Eaton – PTA Chairman and Aisling Cannon, Acting Head Teacher for Infants)

Miss. Cannon concluded the meeting part of the evening with a lovely ode to the PTA Volunteers (see below), giving her thanks and recognition of the hard work the PTA do to help the schools have more to offer our children.

Ode to the PTA

P is for the patience that you show each time you come.

T is for the time and effort that you give.

A is for each act that shows us that you care.

V is for the very many things you do for us.

O is for all the other things you do.

L is for the long hours that you spend.

U is for the unending papers that you count.

N is for the nights and days you give up just for us.

T is for the tearing, sorting, stapling, cutting, and copying

E is for every baked good that you bake.

E is for the events you carefully plan for all the kids.

R is for the respect that you deserve.

S is for the support you give the school.

Put them all together, it spells PTA Volunteers.

We thank you from the bottom of our hearts!

10. Action points:

- Ian Loh to finalise any last elements of his handover with the PTA's previous Treasurer, Stephen Nosowski, and to investigate online banking
- PTA to share Ian's financial review summary handout with parents/carers via the PTA newsletter and the notes from the AGM
- In the newsletter, to promote its charity status and to bring awareness to the ways parents/carers can give to the PTA through company donation schemes and other online ways (like easyfundraising)
- Plot the new events in the diaries and add to the PTA event calendar.

~ End of meeting minutes~