

# Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

Minutes of Annual General Meeting

29<sup>th</sup> August 2012

## 1. Attendance and apologies

### Attendees

Charlotte Taylor (Chair)

Celia Dean (Treasurer)

Mat Ford (Secretary)

Mary McCall (Headteacher)

Mary Rodger (Teacher representative)

Janis Ward

Alison Mells

Ian Archer

Tim Neighbour

Amanda Ramsay

Gillian Coghlan

Apologies were received from Gill Sinton, Sophie Stein, Viv Smith and Sean Ramsay

## 2. Minutes of the 2011 AGM

Minutes of the 2011 AGM were circulated in September last year. Minutes of the 2011 AGM were briefly reviewed and proposed as approved by Charlotte Taylor. Seconded by Mat Ford.

## 3. Chairperson's report

Charlotte thanked all committee members for their efforts in 2011/12 which was a very busy year for the PTA including refurbishing the nursery play area, fireworks display, calendar, etc., and we even fitted the family ceilidh in. The PTA managed to provide substantial funding to the school for a new PA system with the help of LEADER grant funding, and netbooks as well as the usual items. The Spring Fayre and Fun Run finished off the year leaving the team feeling exhausted!

## 4. Treasurer's report and Appointment of Auditor

Celia distributed and reviewed the Treasurer's report. The PTA raised £11,000 last year, compared with the usual £4,000 - mostly as a result of the fireworks display being enormously successful. School payments totalled £13,519 including library

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refurbishment, PA system, etc. We were overspent on the year by £1,000, which was fine given the underspend in previous years.

Mat observed that after reviewing the figures for costs, receipts and income for the various fundraising activities over the years, it was noticeable that the costs are often what make the difference to income levels from one year to the next. It is therefore important that we all keep an eye on costs when organising activities as these are often what makes the difference between a good year and a bad year for a particular event or activity.

Celia proposed Gill Coghlan as auditor for the 2011/12 accounts. Seconded by Charlotte.

### **5. Secretary's report and Trustee update**

Mat reminded the committee that the PTA is now registered with CRBS and we have had our first successful disclosure application processed and while the process is rather bureaucratic and takes time, it is straightforward.

Thank-you letters have been sent to all Spring Fayre raffle prize donors.

The Trustee update will be captured in the Annual Return to OSCR. Trustee forms will need to be completed by any new committee members. Mat will update the registers of members and charity trustees.

### **6. Appointment of Committee Members**

According to the PTA constitution we need a Treasurer, a Secretary, a Chairperson, at least 1 member of the teaching staff and at least two other parent members to form a new PTA committee.

Mary McCall reported that Ms. Fiona McCartney will attend PTA meetings from the teaching staff. An additional staff representative is still being considered. Charlotte thanked Mary Rodger for all her help over the previous year.

Charlotte mentioned that Lisa Davies is keen to take on the French Club administration role when appropriate. Pam Cunningham may join as the P7 representative.

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|--------------------------------------|--|
| Volunteer(s) from the teaching staff | Fiona McCartney volunteered (in absentia)              |
| Other volunteers from teaching staff | TBD  |
| Volunteer for Chairperson            | Charlotte Taylor (PC Liaison),<br>Seconded by Mat Ford |
| Volunteer for Treasurer              | Celia Dean,<br>Seconded by Charlotte Taylor            |

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| Volunteer for Secretary               | Mat Ford,<br>Seconded by Celia Dean                   |
| Volunteer for parent committee member | Gillian Sinton (in absentia),<br>Seconded by Mat Ford |
| Volunteer for parent committee member | Amanda Ramsay,<br>Seconded by Mat Ford                |
| Volunteer for parent committee member | Sean Ramsay (in absentia),<br>Seconded by Celia Dean  |
| Volunteer for parent committee member | Ian Archer,<br>Seconded by Celia Dean                 |
| Volunteer for parent committee member | Tim Neighbour,<br>Seconded by Charlotte Taylor        |
| Volunteer for parent committee member | Viv Smith,<br>Seconded by Charlotte Taylor            |
| Volunteer for parent committee member | Janis Ward,<br>Seconded by Celia Dean                 |
| Volunteer for parent committee member | Alison Mells,<br>Seconded by Celia Dean               |
| Volunteer for parent committee member | Gill Coghlan,<br>Seconded by Celia Dean               |
| Volunteer for parent committee member | Sophie Stein (in absentia),<br>Seconded by Celia Dean |

### **7. PTA Spending and aims for 2012/13**

Celia reviewed the funding available to the PTA and committed expenditure to date. Forecast income was also discussed although it is recognised that this is an inexact science given the variability of income from major events like the annual fireworks display.

Future spending already agreed includes additional netbooks, a refurbishment of the infant library area and outstanding expenses from the 2012 Spring Fayre.

Proposals for additional future spending include the French Club, the school garden, Christmas gifts, crackers, teachers class crafts, transport for class trips, P1 gym bags and P7 leavers gifts.

The school are looking for help with managing the school garden. Linda Elder took on this responsibility in the past year, although she was in a job share arrangement. Alison Mells offered to help in the garden in afternoons.

Figures for teachers craft and class trips/nursery visitor should be revised to 10x for each to reflect the number of classes in the school this year.

Total proposed future spending amounts to approximately £3,380.

The balance of unallocated funds is £2,684.

The outside play area is the main outstanding spending proposal. Repairing the existing play area is one option. Mary agreed that she will explore whether the school could also contribute funds to this project.

### **8. School aims and objectives**

Mary reviewed the school aims and development plan for 2012/13

- health and wellbeing lends itself to outdoor work which is a strong tie-in with the work on the play area
- literacy is clearly linked to the nursery refurbishment plans
- netbooks will help with numeracy and wellbeing aspects through the pupil projects.

Mary emphasised the school's appreciation for the support of the PTA, which is an amazing benefit to the school and the children. Mary offered her thanks to the entire committee for their strenuous efforts over the last year.

### **9. Any other business**

It was proposed to invite Emma Kerr to a future meeting to obtain her insight into the outdoor play area proposals as she has received valuable training on this topic.

Dave Baur has provided a quote for the work on the infant library area (£300). Amanda reported that he can start on this, but he hasn't had a chance to provide a drawing yet. The committee agreed that Dave can go ahead with the work.

PTA sub-committees for fireworks, calendar and Spring Fayre will remain the same as in 2012.

Regarding the fireworks, Ian has been in discussions with Pyromancer and he reported that we can get a 90 second shorter display at last year's price, a display length the same as last year for £3,400 and a much bigger display for £3,750. A show of hands indicated most support for keeping the display length the same as last year.

French club is suspended for the time being.

Mary mentioned that she had been contacted to request that if we're having meetings in the school could it be on the same night as there is an existing let. Charlotte observed that future meetings are most likely to be held at the Winton Arms.

### **10. Dates of future meetings**

12th September 7.45pm Winton Arms