

**Robin Hood School PTA AGM Meeting**  
**The Community Room**  
**Wednesday 19 September 2018 – 6pm**

**Present:**

Mr P Boulton – Head  
Mrs J Smith – Deputy Head  
Jess Comer – PTA Co-Chair  
SJ Burnett – Quarter Master  
Sophie O’Shea  
Jo Hoss-Webster – Secretary (minutes)  
Marsha

**Apologies:**

Jake Shepherd-Fox  
Siobhan Joseph  
Jana Andrejkova  
Leila

**1. Review for AGM**

JC opened the AGM by reading through the 2017/18 Annual Report highlights being: Halloween disco, Bags2School collections, the Christmas Fair, the 2 Easter discos, cake sales throughout the year and the Summer Fair.

**2. Accounts**

Mr Boulton presented the accounts up to September 2018. There is £498.15 of unreconciled cheques which the school are in the process of checking and chasing up. There is a total of £1048.76 expenditure primarily to KS1 projects which were approved at the Core meeting held on Monday 6 July 2018. Taking these two figures into account the PTA bank account shows a healthy £7016.45 balance. Mr Boulton will hold the accounting records in his office for safe-keeping.

JHW will look into registering the PTA for charitable status. If we qualify, it opens up grant applications, nil-VAT and the possibility of getting chip and pin/contactless handsets at reduced rates so the PTA can take card payments. However, as a charity the PTA would have to submit formal accounts which incur costs.

**3. Roles in the PTA**

All roles within the Core Group of the PTA were put up for annual re-election as according to PTA practice. Jake Shepherd-Fox (Treasurer) and Siobhan Joseph (Co-Chair) had resigned at the Core Meeting on 6 July 2018 due to increased work commitments. A new position of Publicity Officer was agreed – this role would involve posters and communications with parents and Class Reps. Therefore, everyone on the Core Group stood down from their positions at this meeting and the following positions were a) nominated, b) seconded and c) passed:

PTA Chair – Jess Comer  
PTA Secretary – Jo Hoss-Webster  
Quarter Master – SJ Burnett  
Publicity Officer (new) – Sophie O’Shea  
Treasurer – No nominations.

*It was agreed the School would continue to run the bank account and the PTA Core*

*Group would keep detailed financial records until such a time we find a new Treasurer.*

Mr Boulton minuted a special thanks to Jake & Siobhan for their hard work and efforts over the years within the PTA.

#### **4. Review of Systems**

- a) A formal expenses claim form was introduced and has successfully been put in place. All claims must have a completed form with receipts attached before being submitted to Mrs Rockall for processing a cheque for a signatory to sign (see point 4e) re signatories). This system works well and JHW will hold a blank copy of the form to send/hand out to those who need it when the school office is closed.
- b) Store Cupboard stock levels are monitored by SJ and there has been a decrease in the amount of stock ordered and more stock is being rotated. Meeting agreed the purchase of more plastic storage boxes by SJ to help organise stock and prevent damages. Access to the cupboard is good however, in the run up to large events like the Christmas and Summer Fairs, we must be careful and spread the storage of items between the shed and cupboard to avoid over-packing the cupboard. Discussed using more wholesalers ie Costco, Bookers for future events if bulk orders are required.
- c) The school have a PTA Funding Request form which has been issued to all teaching staff. They complete this and return it to be presented at the next Core Meeting for approval and funds release. The most recent forms have come from the KS1 classes so far and we need to remind the KS2 teachers that they can submit requests too. Mr Boulton will resend the form to remind all staff again.
- d) Meeting agreed to hold 2 Core Group meetings per year.
- e) Meeting also agreed to add new signatories to the PTA bank account as follows (a total of 5 signatories are allowed on the account):

School (2) – Mrs J Smith and Mr P Boulton

PTA Committee (3) – Jess Comer, SJ Burnett and 1 x TBA new Treasurer.

#### **5. Class Reps:** the current list of Class Reps are as follows:

Nursery – Vacant

Reception – SJ

Year 1 – Vacant

Year 2 – Jana Andrejkova

Year 3 – Louise Smith and Elisha

Year 4 – Sophie O'Shea

Year 5 – Jo Hoss-Webster

Year 6 – Marsha Yazdchi

JC will be sending a letter home to explain the Class Rep role and invite volunteers for the vacant roles.

A special thank you was said for Louise Mills, who has stepped down as Year 4 class rep, for her, and her family's, help at the schools events over the years.

Could all current Class Reps please send in a new photo so the board outside the offices can be updated by SO'S and SJ.

## **6. PTA and Communication**

The PTA now has a dedicated email address: [pta@robinhood.rbksch.org](mailto:pta@robinhood.rbksch.org)  
In order to reach every parent in the school the school agreed to send PTA messages and announcements via email using the school database. Using this system allows for the GDPR rules to be observed as long as a) PTA Core Group members do not hold a copy of any of the contact details and b) the school are the Data Controllers and the Data Processors. The PTA will draft up their messages and hand them over to the School to send to parents from the PTA email address.

The Whatsapp group is only reaching a small group of parents which leads to the age old problem of the same people being asked to do everything. JHW will announce the closing down of the Whatsapp group and give the email address as the new way to contact the PTA.

## **7. Events Calendar**

This is attached as a separate page and will be updated by JHW as the year goes along. It will include all known events and Planning/Core Meeting dates.

Summer Fair – provisionally set for Saturday 22 June 2019. JC will check with Mandy Beck of St John the Baptist Church to check it doesn't clash with their fair.

Next PTA Planning meeting set for Friday 12 October 2018 at 9am in the Community Room. This meeting will cover the planning for Halloween Discos and the Christmas Fair. JC will circulate agenda before the meeting.

Halloween Disco – set for Thursday 1 November 2018 with two discos. KS1 from 4pm to 5pm and KS2 from 5.15pm to 6.30pm. Refreshments will be squash and crisps and a changing room for parents with children in different KS could be provided.

## **8. AOB**

The McMillian Coffee morning is set for Friday 28 September 2018 and will also be promoted as a 'Welcome to New Parents' meet. JHW and Marsha will sort out the Second Hand Uniform table. JHW & Marsha will also empty the lost property bin on Friday 21 September 2018.