



## HEADINGTON QUARRY PTA

### AGM Minutes – 3<sup>rd</sup> October 2014

#### 1. Present

Fleur (co-chair), Kate (co-secretary), Marie (co-secretary), Debbie (treasurer), Emma (communications coordinator), Linda, Kelly, Caroline, Andy, Jon, Julie, Didem, Dorota

#### 2. Chair Report

Fleur welcomed everyone to the first PTA meeting of the new academic year and thanked everyone for coming. She explained that the aim of the PTA is two-fold – it is vital in terms of fundraising for HQFSS as well as being hugely valuable in building links between families, children and the school.

We organise a number of social fundraising events throughout the year, as well as cake sales and other fundraising activities both for the school and for charity. Some of the events are social and are built around the whole family (Christmas Fair and Bring & Share lunch), others are for the children (End of year party) and others are just for adults (Curry & Quiz night). We hope that by the end of the academic year, we will have raised lots of additional funds for the school and will have helped create social links between children, families and the school that will endure in the future.

The PTA raises money to pay for the coloured school bags given to each child, we donate money to every group on a termly basis to pay for additional supplies and trips, pay for an annual farm to visit the school and for egg hatching in the spring. We also fund other ad hoc requests from the school throughout the year.

#### 3. Treasurer Report

Our treasurer, Debbie, talked us through the financial summary. We had quite a lot of outlay at the end of last term on items for the school's 150<sup>th</sup> anniversary celebrations for which we have not yet covered costs. We will have to push these items in the coming year.

#### 4. Election of committee for 2014-15

Fleur explained that the current committee was happy to continue in post however all of the posts were made available to anyone who wanted to put themselves forward. All of the current committee explained a little bit about their roles but no one put themselves forward for a position. The existing committee will therefore continue in post.

#### 5. Forthcoming events

##### **Children In Need cake sale – Friday 14<sup>th</sup> November**

The school usually holds a cake sale to raise money for Children In Need and it was agreed to carry on this tradition. Last year it was the most successful cake sale ever, so we have high hopes! We have got a fundraising pack and Emma will organise posters.

### **Christmas Fair – Saturday 29<sup>th</sup> November – provisional date**

Last year we held this event on 7<sup>th</sup> December, but it was pointed out this would clash with the Craft Fair at St Andrew's, and it was agreed that too close to Christmas it becomes difficult for the school to organise so we have put forward a provisional date 29<sup>th</sup> November. Linda will check with Lesley if this date is OK with her.

Fleur described last year's event. It is an event for all of the family, with a variety of stalls. It is our biggest fundraising event of the year and requires a lot of volunteers to help with setting up and clearing up, stalls on the day, donations of items, selling raffle tickets etc.

We discussed in some detail which stalls to continue with this year. Su Woodward and Rachel are both interested in having private stalls again. We will try and have Frozen / snowflakes themed face painting using stencils to speed up the process and tattoos will also be available. Kate / Marie will organise the raffle letters / prizes. Fleur will contact the organ grinder and see if he is available again. Kelly will look into borrowing trestle tables. We will do the jam jar raffle, lucky dip, toy stall, reindeer food, Santa's grotto, lollipops, refreshments and Fleur's flukey bucket as before. We agreed to reinstate wine & water after last year's attempt at something different with champagne on a string. Kate will contact a local Phoenix Cards seller to see if she'd be interested in having a stall and we were asked about having an Avon stall. Space permitting, this will be fine.

We discussed possible craft activities. Caroline offered to come to the next meeting with some ideas - suggestions included a Santa advent calendar with a beard that is cut down day by day, a 2015 calendar and a Christmas tree decoration to be made from old CDs.

### **6. Events in 2015**

We had a brief discussion about possible dates for the other events in 2015. We proposed holding the Curry & Quiz in February, possibly on Saturday 7<sup>th</sup>. This will be followed by an Easter PTA cake sale and the annual Easter egg raffle. The Bring & Share lunch is usually in May and then the End of Year party will be in July which gives us a nice spread of events through the year.

### **7. Any other business**

Caroline offered to take over the organisation and ordering of the school tea towels. In order to get them in time for the Christmas Fair, we will need to move quickly. Kate will ask Joanna Haynes for the letter that was sent to parents last year where parents were invited to pre-order them.

Linda reminded us of the informal social for Rainbow parents on Monday 13<sup>th</sup> October and nursery parents social on Monday 20<sup>th</sup> October. It is good to have PTA representatives present if possible.

### **8. Date of next meeting**

The next meeting has been arranged for Friday 7<sup>th</sup> November, at 9.15am in the New Room where we will continue to plan the Christmas Fair.