**Greenbrae School PTA**

**14 September 2016**

**Present: Apologies:**

Deborah Hopkins (Chair) Katherine Chadwick (Treasurer) Lisa May (Chair)

Teresa Collie (Minutes) Louise Anderson Stephanie Mather

Fiona Crawford Rebecca Wallace Donna Brody

Jen Johnston Ellen Jordan

Sarah Reid Angela Barringer

Julie Morgan Claire Gray

Derek Neilson Kirsty Berry Cree

Mrs Powell Mrs Bews

**Minutes of Previous AGM**

These minutes were approved by FC and seconded by LA.

**Matters Arising from Previous Minutes**

It was recognised that the last AGM covered more general business which was actioned at the time.

**Chairperson’s Report**

To summarise our last year's activities and fundraising;

At the start of the school year, each class, along with the two nursery classes, was allocated a kitty of £200 each (total £2000). This was for each class teacher to spend as they saw fit.

We also covered the annual payment (£595) for the computerised library system and hope to be able to continue to cover in future years.

At Christmas, all the children, along with staff and PTA helpers went to the Arts Centre pantomime, by coach (£1221.30). The kids were thrilled with the show and during the interval, were treated to sweets and juice. Mrs Clayton also requested funds for a show at the Lemon Tree for the nursery. During the run up to the end of the Christmas term, each class held a Christmas party and the PTA funded the party food and drinks (£133.53)

At the Christmas disco, we trialled a photo booth which was a great success and as a result, we have worked out a more cost effective method and invested in a digital Polaroid camera to be used at future events (£104)

Due to the ongoing building work at school, the fayre this year was held at the Bridge of Don Baptist Church. The change of venue worked well, providing extra time on the preceding Friday to prepare and less pressure to be cleaned up and cleared away on Saturday, for locking up on Saturday. Church also assisted with extra helpers and couldn't have been more helpful in the run up to the fayre, definitely worth considering as a venue for future fayres. We raised £3898.88 in total, a fantastic achievement, the current climate in Aberdeen considered.

We were also able to contribute £120 towards the cost of new bibs and balls for the P4/5 football team.

We have done our regular fundraising in the form of Spree books, rag bags, personalised Christmas cards, No uniform days and discos. The children always enjoy these continue to be well supported.

Apart from the above listed spending, we have been busy saving over the past couple of years awaiting the opening of the new extension which it is anticipated will call for a variety of new equipment. We hope to be able to buy items such as up to date computer items and equip the new gym, as well as other things which may be needed.

All that's left for me to say is 'Au Revoir' I don't think that when I first came along to a PTA meeting 11 years ago, I anticipated staying so long! However, it's been fun - hard work at times, I've no idea how much money we've raised in that time, but feel very proud that we have given and continue to give our Greenbrae children a lot of extras, both educationally and recreationally some of which will create memories of school which will stay with them forever.

**Treasurer’s Report**

**Greenbrae PTA treasurers report 15/16**

**Bank account**

On 31st August 2015 bank balance was £13,873.44.

On 31st August 2016 bank balance was **£16,735.30**.

The funds within the PTA bank account have therefore been increased by **£2,861.86** in 2015/16.

Signatories and addressee for the bank account still need to be changed, due to errors in the banks paperwork. Paperwork is being prepared for new signatories at present.

**Expenditure**

In 2015/16 the PTA funded a number of items and events at Greenbrae Primary, to the value of **£3941.33.** Detail as follows:

|  |  |  |
| --- | --- | --- |
| Sep-15 | £200 per class | 1441.14 |
| Dec-15 | Pantomime and nursery show (with sweets and drink) | 1548.44 |
| Dec-15 | Class Christmas parties | 133.53 |
| Jan-16 | Annual library fee | 595 |
| Apr-16 | Camera and cartridges for photo booth\* | 103.2 |
| Jun-16 | Bibs and balls for football team | 120 |

Over the 2015/16 period, the PTA has raised in total, **£6803.19**.

The 15/16 accounts have been audited.

At the schools request, funds remain unspent as building work continues for the new school extension. Once the extension is completed, ideas for utilising the funds, and requests from the school for additional equipment or events will be addressed.

For 2016/17, the PTA has committed to fund the pantomime and nursery show; pay the annual library fee; and provide monies to each class teacher to support additional classroom activities and visits.

**Fundraising**

This year’s fundraising activities and social events are detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Date* | *Event* | *Gross Income* | *Cost* | *Net Profit* |
| 14/15 | Summer fayre 15 carryover | 75 | 76.5 | -1.5\* |
| Aug-15 | Spree books | 700 | 25 | 675 |
| Sep-15 | Rag bag | 193.6 | 0 | 193.6 |
| Nov-15 | Christmas cards | 1492.59 | 1088.21 | 404.38 |
| Dec-15 | Winter disco | 801.17 | 352 | 449.17 |
| Feb-16 | Rag bag | 132.8 | 0 | 132.8 |
| Feb-16 | Dress as you please | 385.15 | 0 | 385.15 |
| May-16 | Dress as you please | 292.2 | 0 | 292.2 |
| Jun-16 | Rag bag | 103.2 | 0 | 103.2 |
| Jun-16 | Summer fayre 16 | 8453.27 | 4554.39 | 3898.88 |
| Jun-16 | Summer disco  | 865.44 | 595.13 | 270.31 |

\* Income for this event was reported in 14/15, so whilst event did produce a very healthy net profit, only transactions made within the 15/16 period are reported, hence the negative value shown

**Head Teacher’s Report**

Mrs Powell thanked all members of the PTA as well as all parents for their continued support. They are looking forward to moving into the new extension so that they can see what is required. Mrs Powell thanked Deborah Hopkins for all her years of PTA service and looked forward to another positive year.

**Nomination of Office Bearers**

Due to having no child present in school DH could not put her name forward for revote, and LM decided not to put her name forward for vote for position of Chair but does wish to remain a member of the PTA.

FC and Derek Nielson both expressed an interest in the position of Chair. Some discussion was held in their absence, proposed FC as Chair and DN as Depute Chair, this was agreed by a majority vote.

KC said that she was happy to remain as Treasurer. There were no other volunteers so this was agreed.

There were no volunteers for the role of Secretary, TC agreed to continue this role.

**New Committee Members**

We were pleased to have some new members join the committee. Our full complement of Committee Members are:

Lisa May Jen Johnston Louise Anderson

Sarah Reid Rebecca Wallace Angela Barringer

Julie Morgan Claire Gray

**AOB**

Discussed changing the day of the PTA meetings to make it easier for some to attend. To do this, the school would need to contact the Council asking for our Let to be changed. To be decided at AGM, held on Wednesday 14 September 2016.

**Review of Constitution**

It was felt that we needed to ensure we were using voting to make decisions, especially since it is difficult for all members to attend every meeting, and decisions needed to be made when some members were absent. To this end the constitution was reviewed to ensure it was still valid and being followed.

Going forward we must ensure:

* the AGM is posted at least 10 days before each meeting
* we vote on all decisions and where possible, non-attendees give their voting decisions at time of making apologies
* an auditor is appointed to audit accounts at the end of the financial year (September)

Email constitution to the school to be posted on the website. **ACTION TC**

**Change of Meeting Day**

We have discussed several times whether or not we should move the meeting to a different day, as Wednesdays can be difficult with various activities also taking place. It was proposed to change the meeting to a Tuesday, this was agreed by a majority vote. It was agreed to continue with the next planned date of Wednesday 26th October, thereafter meetings will be held on a Tuesday evening in the school meeting room.

Plan new dates and notify school, ensuring we avoid Parent Council meeting nights. **ACTION TC**

**Method of Official/Unofficial Communication of Committee Members**

The method of communicating between committee members was discussed and it was agreed that all official business must be sent by email. Informal communications such as queries and arrangements for events can be done by either Facebook Messenger Private Group, or Whatsapp Private Group (to be decided). This was agreed by unanimous vote.

Any decisions which need to be made must be dealt with at the next appropriate meeting and voted for. Any requests for funds from groups must be made via the request form, and discussed at the next meeting. No votes will be requested or cast via Messenger.

**Any Other Urgent General Business**

JJ raised the question of why the school discos have been booked in for Thursdays, rather than Fridays. It has always been better to hold the disco on a Friday due to so many activities being held on Thursday, affecting the turnout at the disco. DN suggested that we carry out a survey to find out what night parents would prefer. DoodlePoll to be arranged. **ACTION SR**

Fundraisers: A Christmas Sale Night and a Race Night were tabled for discussion. It was decided by unanimous vote due to time constraints we would not hold a Christmas event.

Spring Fayre to be discussed.

Race Night to be planned for September 2017

Dress Down day to be held on 7October 2016. Cost of this was discussed and voting carried in favour of a suggested donation of £1 per child for this. Posters required. **ACTION TC**

Panto has been provisionally booked. Cost of buses is quite high, RW to investigate better deals on buses. **ACTION RW**

Each class gets a £200 per session donation from the PTA to enhance the pupils learning with activities, visiting specialists and outings. As not all funds were spent in the last session, the PTA have topped up each class “pot” to £200 at a total cost of £1661.23.

So far 96 Spree Books have been sold raising approx. £500.

Christmas Disco – DJ to be booked. It was also suggested that we plan all the discos for the year, then try to get a discounted rate from the DJ for a block booking. **ACTION KC**

**Next Meeting**

Date of next meeting Wednesday 26 October 2016 at 6.30pm **(Please note this is a change to the previously published date)**