Greenbrae PTA AGM Meeting

11th September 2018

**Present**

D Neilson (Chair) S Reid

J Morgan (Depute Chair) L Turnbull

C Gray (Secretary) J Johnstone

Y Shek (Treasurer) C Donaldson

J Whyte L Park

N Charters L Rawling

V White M Scott

W Mennie L Minty

L Anderson F Huesa

J Deshpande Miss Reid (Depute Head)

Mr Gray

**1. Apologies for Absence**

None

**2. Approval of the previous AGM minutes**

Minutes approved by JM and seconded by SR.

**3. Matters arising from the previous minutes**

None.

**4. Reports**

**Chairperson’s Report**

The PTA’s primary objective is to raise funds and offer support by way of assistance, funding and materials to any activities that benefit the development and education of pupils at Greenbrae Primary School.

The PTA relies 100% on the generosity of the community, parents and local businesses for the contributions they make whilst participating in fund raising activities and events. However, without the tireless efforts of PTA members, parent helpers and teachers the aforementioned contributions would simply not happen.

The 2017/2018 year has been another very successful year for Greenbrae PTA. I will not go into exact breakdown of fundraising activities as these can be found in the Treasurers Report

Needless to say, the success of the previous year is demonstrated by the current bank balance that is sitting at over £15,000.00.

This balance is extremely high and some onlookers may wander why there is so much money sitting in the bank account. A number of reasons exist for this including the following:

1. The school fair was the last major event and the biggest money-maker so no funds has been spent since this event due to the holidays.

2. The beginning of the Term 1 sees the most requests for funding.

3. A number of activities in Term 2 i.e. the Pantomime & Christmas party are heavily subsidised by the PTA.

It is worthy of mention that no funding requests were turned down during the last year and that there were no capital expenditure requests as in previous years. The preceding year saw approximately £9000.00 spent on iPads for classrooms.

The PTA fund raising strategy has generally been two-fold using traditional methods such as disco’s, dress down/crazy hair days, Christmas card making, Spree Books, tea and coffee provision along with more innovative approaches where money can be raised by ancillary means not involving direct fund raising such as ‘easy fundraising’ and the clothes bin recently installed in the school grounds.

A new approach was also taken to the Summer Fair where activities were to an extent commercialised with businesses providing services and products with a fixed fee or percentage of undertakings provided in return.

It was initially accepted that this concept may see a reduction in revenue, but it was felt this sacrifice would be beneficial if the fair delivered a better end product. However, it transpired the fair generated a greater than expected turnover that saw it being an undeniable financial success.

The fair concept was also extended to spring and Christmas markets that were heavily supported by the Bridge of Don Baptist Church. These markets were generally a success and offered something new.

We have also continued to work closely with PSA’s to enhance the children’s playground/time experience by ensuring relevant assets are available throughout the year for all children to use.

The PTA will continue to look for new ways to raise funds. I personally have been encouraged by the innovation shown to keep fundraising fresh and carried out in such a manner that the recipients are receiving something back for their donations.

I would like to highlight again the massive effort made by the PTA office bearers, committee members and all those who helped as without the parents, teachers, family and friends contributing many events would not have occurred.

The PTA committee is always looking for new members. There is no minimum service requirement just an expectation to help when you can. From my experience it is an extremely rewarding role that primarily benefits the children in our community. I would thoroughly recommend it to anyone.

**Treasurer’s Report**

**Bank Account**

Balance b/fwd @ 22/8/17 £12,511.69  
Bank Statement @ 22/08/18 £15,541.37

Over the 2017/18 period, the PTA raised £8860.41.  
Broken down as follows:

£  
March Market 61.17  
Fayre 5,079.07  
Spree 680.00  
Christmas Market 388.30  
Discos 1,460.35  
Christmas Cards 530.15  
Tea/Coffee 46.86  
House Tshirts 51.00  
Rag bag Day 100.00  
Crazy Hair Day 234.95  
other 228.56

Total 8,860.41

The PTA paid for:

£  
Class top up 1,512.02  
Panto & Lemon Tree trip 2,040.40  
Nursery panto snack 28.78  
School panto snack 104.36  
library items 620.00  
Christmas party snacks 24.00  
Shed 1,204.00  
outdoor play items 339.11

Total 5,872.67

It has been agreed to pay for half the P4/5 football strip with a joint fundraising event to raise the remaining amount, with an initial outlay of the full amount £605. There will also be the class top ups for this year with 11 primary classes and 2 nursery classes; the amount to be confirmed. Further items for the school have been requested (please see minutes for Aug meeting) but costs are to be confirmed.

The accounts are yet to be audited.

**Depute Head Teacher’s Report**

Miss Reid thanked Derek for his effort and hard work over the last year as Chair. She also said she was looking forward to the year ahead and was amazed at the level of participation of the parents at the school.

She extended a welcome to Julie as the new Chair and said she felt the Committee would be in good hands under her leadership.

**5. Nomination of Office Bearers**

DN decided that due to a change in work commitments, he would be stepping down as Chair but is happy to remain a part of the PTA, albeit not as a member of the committee.

Due to having no child present in the school YS stepped down as Treasurer and nominated WM as a replacement.

JM expressed an interest in the position of Chair and this was agreed unanimously.

SR expressed an interest in the position of Deputy Chair and this was agreed unanimously.

WM expressed an interest in the position of Treasurer and this was agreed unanimously.

CG expressed an interest to remain in the role of Secretary and this was agreed unanimously.

**6. New Committee Members**

The Committee were pleased to welcome some new members. Our full complement of Committee Members are:

Jen Johnston Jill Whyte Michelle Scott

Louise Anderson Nikki Charters Laura Park

Lyne Turnbull Leianna Minty Jasmin Deshpande

Vicki White Fermin Huesa Catherine Donaldson

Jennifer Simpson

**7. Review of Constitution**

It was discussed that the Constitution be revised to raise the number of Committee members allowed, as a reflection of rising role numbers in School. DN suggested that it be changed to allow 4 Office Bearer and 14 Committee Members. This was agreed unanimously.

Constitution to be updated and signed at next meeting. **Action: CG**

**8. Any other urgent general business**

None

Next meeting will be held on Tuesday 6th November 2017 in Greenbrae School Staff Room at 6.30pm