

MINUTES

Seaview Primary School PTA Minutes

05/10/16 - AGM

In attendance

Jeanette Beattie Alaina Gawn
Angela Ozdemir Audrey Doherty
Heather McCartney Mrs. Latham
Leah Anderson Natalie Mullen

Apologies

Sharon Calder
Alison Briton
Cara Junk
Danni Mullen

Chairs report and Agenda prints given to all in attendance.

Alongside apologies Alison Briton and Sharon Calder have confirmed that they are still available to help with events but will no longer be able to attend PTA meetings. Mrs. Latham advised the group that an email had been received from Cara Junk resigning her position on the committee.

The constitution was checked regarding the required attendance to proceed with AGM and elect committee members for the coming year, it was agreed by all that we could proceed.

19:05 Mrs. Latham called the meeting to order, thanked all present for their attendance and handed over the meeting to the chair.

Chairs Report

Print of chairs report saved to file, see chair for digital copy. Chair expressed her thanks to all members of the PTA for their hard work throughout the year.

Treasurers Report

Print outs saved to file.

Mrs. Latham thanked Jeanette for all her hard work as treasurer for the previous year. Jeanette thanked everyone for their work throughout the year and for helping with monetary duties for events. Jeanette stated that we have had a very successful year and are still improving, we are still in the process of recalling charges from the bank that should no longer apply due to our charity status. Of the current account balance £5270.57 is already assigned. Jeanette had prepared a comparison of our income and expenditure for the previous two years to help highlight areas for improvement and successful changes. Mrs. McCartney, as independent examiner will review the accounts. All receipts and records are in order, the receipt book for cheques has proved to be very successful.

Election of Committee members

Mrs. Latham pointed out the shortfall in attendance for the AGM in comparison to last year. The minutes of the previous AGM were proposed by Audrey and seconded by Angela. Mrs. Latham noted that 2015-16 had been a very busy year and noted that Mrs. McCartney has agreed to stay on as an independent examiner for the PTA. She noted how beneficial the training undertaken by the PTA during the year had been and acknowledged appreciation for the time and commitment of members on behalf of herself and the Board of Governors. The achievement of charity status for the group is a credit to its members. Mrs. Latham reviewed the many things PTA funds had been used for the previous year and summarised the positive feedback on the events successfully held. Going forward there is a works order in to the Education Authority for the Parents shelter, planning will need to be sought etc. The process may be time consuming as other works pending at the school will be a priority however the building officer is aware of the request and intention. Audrey advised that as there have been parents enquiring about it, this is what the fundraising was published for, an update in the newsletter might be helpful at this stage. Jeanette asked if a general update on the PTA could be issued to include information on the Defibrillator also. Mrs. Latham is already working on her wish list due to the PTA in January.

Chair

Audrey proposed Angela, this was seconded by Heather and unanimously agreed.

*At this point the group discussed how invaluable the community house had been throughout the past year. Leah is to draft a letter of thanks.

Vice Chair

Audrey accepted this post as discussed in the chair election, this was unanimously agreed.

Treasurer

Jeanette was proposed by Angela, seconded by Leah and unanimously agreed.

Secretary

Angela proposed Leah, this was seconded by Audrey and unanimously agreed.

P.R. Rep

Alaina was proposed by Natalie, this was seconded by Heather and unanimously agreed.

Independent Examiner

Heather McCartney

Teachers Rep

Natalie Mullen

Charity commission constitution was reviewed. It was noted at this point that volunteers to assist with events would be needed and a coffee morning to recruit for this purpose is to be considered. Audrey is to look into pins etc. for volunteers to be identified on the day of any given event.

Appointing Sub committees

There was insufficient attendance to appoint sub committees at this time.

Dates for Diary

Halloween Howl will be Thursday 27th October. 444 pupils total. Preparation was discussed briefly.

Any Other Business

Heather offered her thanks to the PTA from all the staff for their efforts throughout the past year.

There was further discussion on the proposed coffee morning to recruit event volunteers, Mrs. Latham advised that 2 rooms were due to be completed by November and asked that we hold off until this work is completed.

Date & Time of Next Meeting

09/11/16 18.30pm