



Copdock Primary School PTA Annual General Meeting 20th September 2018

1. Welcome

Laurie formally welcome everyone to the meeting where we will reflect on 2017/18 and discuss plans for 2018/19.

2. Attendees and apologies

Michala, Laurie, Guy, Jo N, Rachel, Stacey, Mel, Jo Austin, Heidi Cross

3. Chairpersons 2017/18 AGM Review

It was noted that 2017/18 was another successful year for the PTA and saw an incredible amount of money raised. New events have been held and the PTA was part of the large-scale Conservatory project. Jo Austin praised the PTA for fantastic work and team effort during 2017/18 and their continued drive and commitment.

The meeting took the opportunity to thank Guy Clubb for his efforts during this year, which was seen new events take place and new promotion.

This year saw long standing members Teresa Roper and April Broadberry stepping down from the PTA. A big thank you goes to both for their hard work and effort over the many years they have been involved.

The meeting formally welcomes new members Stacy and Mel.

4. Treasurers 2017/18 Review

It was noted that there is £3837.47 in the bank. All agreed to continue having £1500 as a minimum float in the account.

Discussion took place around another large-scale project this time concentrating on the toilet provision at the school. Jo Austin to consider this option further and obtain quotes.

Jo Austin added that broadband at the school continues to be an issues and consideration is underway to going out of County. iPads may be required once the internet speed improves.

Discussion and agreement made to heavily subsidise pantomime tickets for the whole school in January 19.

Cake sale – This is class owned and not run by the PTA. Discussion took place around suggesting this is run half termly rather than monthly to ensure each class has donations to raise funds. Heidi Cross to take to School Council for discussion.

5. Election of 2018/19 committee

- **Chairperson** = Michala and Laurie
- **Vice Chairperson** = Guy
- **Treasurer** = Stacey
- **Secretary** = Mel

6. AOB

Michala advised the meeting that this will be her last year on the PTA and will be stepping down in July. Rachel and Jo Nightingale also announced that this will be their last year on the PTA.

Stacey and Teresa (former Treasurer) have completed a handover.

It was agreed that Facebook has worked well to promote events. Photos of events also been included. PTA Facebook page link to be placed on school newsletters to promote the page.

The website needs updating – Jo Austin to provide log in details to Laurie

It was noted that Heidi Cross will now be the main link for the PTA.

ACTIONS

EVENT	ACTION	WHO
General	Consideration of toilet project and quotes to be obtained	Jo Austin
General	Class cake sales to be discussed with School Council	Heidi Cross
General	Website to be updated	Jo Austin and Laurie
General	PTA Facebook page link to be placed on newsletters	School Office
Christmas Cards	2000 to be ordered this year. £3 for a pack of 10 cards	Guy
Wreath Night	Jodie to be spoken to with regards to if she will lead	Jo Nightingale
Christmas Fayre	Confirm booking at Copdock Village Hall for 7 th December	Michala
Quiz Night	Vic Taylor to be asked if Cricket Club is free	Laurie
Race Night	Vic Taylor to be asked if Cricket Club is free	Laurie

CALENDAR OF EVENTS = 2018

MONTH	EVENT
OCT	Halloween Disco = 19 th
NOV	-----
DEC	Christmas Fayre = 7 th
JAN	-----
FEB	Quiz Night = 15 th
MAR	Audax = 23 rd Chocolate Bingo = 30 th
APR	Race Night = 17 th
JUN	-----
JUL	Summer Fayre = 5 th