

## RAMSGATE HOLY TRINITY PTFA

**Chair – Linda Ryan, Vice Chair – Andrea Batcheler,**

**Treasurer – Lisa Jordan, Secretary – Vicki Brown.**

### **Minutes of AGM held Wednesday 7<sup>th</sup> November 2018, 7PM**

**Attendees** - Linda Ryan, Amanda Martin, Lisa Jordan, Andrea Batcheler, Karen Cunningham, Janette Foster, Vicki Brown, Laura Rattenbury, Julie Baldwin, Lesley Miller, Davey Stone, Michael Stocker & Mrs E Price.

#### **Apologies**

None

#### **Previous Minutes**

Date of last meeting 3<sup>rd</sup> October 2018, previous meeting minutes agreed as a true and accurate record.

#### **Chairman Summary**

Linda Ryan opened the meeting and welcomed new & old members. The meeting started with an overview of finances, it was explained that the PTFA are a registered charity with 2 bank accounts.

A summary of the PTFA bank accounts was provided, showing the current account with a balance of £2929.60 and a reserve account with a balance of £3050.89

#### **Charity Accounts**

By law the charity trustees have to complete an annual return. All in agreement the trustees register will be updated to Mrs Price, Mrs Egan, Linda Ryan and Lisa Jordon with accounts to be submitted this month

#### **Christmas film night**

Discussion was had regarding previous years events, the decision was made to have a Christmas themed film night – possibly a non-school uniform day. Suggested date of 14<sup>th</sup> Dec to be confirmed.

2 films will be shown, one for KS1 one for KS2. Choice of films to be given to school council, they can then choose which films they would prefer.

#### **Raffle**

Over previous years the raffle has been hugely successful. Raffle prizes are a priority. Discussion was had over obtaining funding from local stores / businesses. All PTFA members to make efforts to obtain raffle prizes. 5 key prizes are needed.

A template letter will be distributed for members to forward to local businesses.

Various ideas discussed for top prize app value of £100 Discussion had on drawing of raffle., suggested date Fri 14<sup>th</sup> Dec date TBC

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#### **Library**

The library will be the focus of fundraising; the aim is to totally update the library area and make it a central part of the Children's learning. The main areas of improvement will be a replacement carpet, new lighting, new books, the desired effect is for it to be an inviting, bright relaxing space, for all to use.

The school will provide a suitable book list, businesses and individuals will be asked to donate a book, and the book will have a sticker with details of who donated it.

#### **Easy fundraising**

This is another revenue stream, with Christmas coming up huge opportunity for the PTFA to earn commission from parents shopping online – to be promoted to all parents to increase funds.

#### **Stocking filler**

Various ideas for fundraising were discussed, including a stocking filler evening – various items to be obtained wholesale, and then sold at the school either for the parents or for the children to buy a little something for a loved one – suggested price for children's gift £2

#### **Extra funds**

Decision made to have a donation bucket at nativity's and carol evenings to boost funds, discussed possibility of selling Teas coffee's mince pies etc. Need to be confirmed with Mrs Price. Discussion was had, regarding creating a 'barometer' - to have a visual record of the level of fundraising.

#### **Support**

Discussion had regarding support from school parents, all school years were represented at this meeting, a representative from each year agreed to encourage each school year (through facebook / whats app group) to help in whatever way they can, specifically with raffle prizes.

Suggestion made to have a facebook page for the PTFA that ALL parents can access to encourage help & assistance. This will need to be confirmed with Mrs Price if this would be acceptable.

#### **Lottery licence**

It was agreed that one of the charity trustees can sign the lottery licence: this could be done by Linda Ryan, Lisa Jordon, Mrs Egan or Mrs Price.

Meeting ended 8.30 p.m. Next meeting date to be confirmed.