



Hereford Cathedral Junior School

PTA

## MINUTES OF THE PTA ANNUAL GENERAL MEETING

**Wednesday September 27<sup>th</sup> 2017**

**St. David's Hall**

**7pm**

### **1. Attendees and Apologies**

Sarah Daw, Rebecca Blackman, Christy Bolderson, Vicky Ward, Jane Preston, Fleur Brinkerink Messer, Rebecca Morgan Jones, Victoria Berry Jones, Verity Coleman, Juliana Abrantes, Alison Graham, Danielle Turner, Emma Powell, Rebecca Morgan, Alex Letts, Nikki Webb, Louisa Essenhigh

STAFF: Mr Wright, Mr Debenham, Miss Toolan, Dr Barber, Mrs Lord, Mrs Windows, Mrs Goode, Mrs Moon, Mrs Copley May, Mr Brown, Mr Wilkinson, Mrs Turtle, Miss Lambert

Apologies: Rebecca Goodwin, Charlotte Matthews, Louise Martin, Graham Essenhigh, Helga Douthwaite, Katharine Dutson Smith, Mrs Roverts, Mrs Walker, Mrs Matthews, Mr Turpin, Rachael Borthwick, Miss Jeynes, Mrs Price, Mrs Denny, Sue Legge, Kelly Gummerson

### **2. Approval of the Minutes from the last Committee Meeting**

Proposed: Rebecca Morgan Jones

Seconded: Dr Barber

### **3. Matters Arising from the Minutes of the last Committee Meeting**

There were no matters arising.



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#### 4. Chair's Report

Both Rebecca and I will be speaking during this report as we have done so much together.

Yet again this year I have gone with the chairs report in a simple, short and positive way. I hope if you are not already sure what our strongly supported PTA gets involved with you will surely realise after this.

First let's thank all out committee members from class reps to Mrs Gummerson and Mr Turpin who represent the staff and have been with us for two years Without their support in time and generosity it would be difficult to run our fetes, fireworks and end of year social events. So I thank each and every one of you for being part of this energetic team

These are just a few of the commitments and activities we got up to in the academic year starting September 2016.

Our first fundraiser of the term was the Bags2School event. We had our continued support from the Lively family and their loan of Quick Skip bins. Without these we would be unable to store our donated bags on school property. This is such an easy way of raising funds and gives everybody a chance of having a good clear out of old clothes and donating them to make money god the school.

The PTA were then able to fund two workshops in the Autumn Term. A percussion Samba workshop for the whole of Pre Prep and then after half term years four, five and six enjoyed another engaging Shakespeare workshop. This provided a fun way of learning about Shakespeare with hands on acting roles as well. These extra workshops funded by the PTA increase the children's extra experiences here at the Junior School .

After half term the fireworks display wowed us down at Wyeside . The pork rolls are always enjoyed served in the pavilion and the fireworks just seem to get better every year. Our thanks goes out to Ady Morris who annually commits to helping us carry out this event. It takes a huge amount of organisation so we are to grateful for his involvement in making sure it runs smoothly, safely and ends with a big bang. A thanks also goes to Graham Essenhight for providing us the lighting and to Fleur and Alex brinerink who donate the cider so we can enjoy a glass of warm mulled cider.

This event is not a big fundraiser but is an essential part of our provision to ensure that all families get a sense of how we come together at special times of the year and how we celebrate bonfire night as a school.

Again it takes a good committee who is happy to give their time to help us run this.

Mrs Gummerson was on board with our Christmas fundraiser idea. We decided not to go with the Christmas card idea and went with two designs of school shopping bags,most useful for all grandparents at this time of year! Mrs Lord got Pre Prep hard at work on their stamp size portrait of



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themselves, and my, didn't we have some creations! The artwork was cut and assembled and we received back 300 bags to sell. This was a successful project and we were able to raise more funds.

The Christmas Nativity and Pre Prep performances at Christmas were exceptional. The costumes were outstanding and we thank Dr Barber for taking the photos of the children before the performance so they could be sold on behalf of the PTA. Dr Barber also then carries on through the school terms with each year group and we benefit from his photos so we thank him for his support.

We ended the term with our popular festive Christmas bazaar, with lots of festive jumpers and Christmas tunes. The stalls themselves had beautiful homemade gifts from handmade Christmas tags to delicious gingerbread. We also had a beautiful hand decorated Christmas cake by Rachel Powell and a lovely marble cheeseboard with port and cheeses donated by Sue Legge. We raffled the prizes and had two very happy winners.

At the Christmas party for the Pre Prep Santa himself made an appearance and gave a present to each child which is another part of the PTA annual commitments.  
This ended a very busy term.

The Spring Term is considerably quieter with a very small amount of activity after such a busy winter term

We held our usual Easter egg hunt around the Quiet Garden for all the Pre Prep children and the Easter Bunny provided a chocolate bunny for every pupil. For the rest of the school he made another appearance and he gave them a chocolate bunny also.

Later on that evening we had two discos, one for years three and four followed by another for years five and six. They enjoyed dancing around and playing games with DJ Jules after a hot dog and a dance and lots of squash The Easter holidays commenced

As ever the Summer Term saw us hitting the ground running.

We were all mad keen to see the Quiet Garden development with the installation of No Mow Grass funded by us and hoping we'd still be OK to hold our PTA events on this pristine golf course of a lawn! And our dreams came true!

Bag 2 School by now virtually runs itself and made us over £150 profit alongside a super successful uniform sale with taking around £100.



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We were well into our plans for Prepfest and hoping for the most enormous turnout having planned a lower cost event we felt would appeal to everyone as we were reliably informed not everyone loves a ball!

This was such an interesting exercise as we actually discovered any event like this splits the camp and that there was some feeling that a ball was really the order of the day.

Realistic as we are, we took that on the chin and organised a fabulous night, well received with loads of positive feedback.

We were told the band (The Velveteens) was amazing and Kiegan Vallely blew us away once more with his magic. He was at the top of his game when he drew a mark on Jo Wright's hand with indelible ink, decided to move it to the top of her other closed hand by tapping with his finger and then revealed that the now invisible mark was on the palm of her hand which had been closed the whole time. He did the same to Amanda Joseph and I have to say jaws were on the floor!

Food this time was provided by the fabulous 'Taste' and this also had rave reviews for their gourmet burgers, salads and fries – just the thing for an event like this.

We can definitely say that the atmosphere was convivial, folks spread everywhere from the dance floor to the balconies, sofas and chatting around the fire pits at midnight.

A small amount of money was raised though this (£211.20) was never the primary aim.

Moving away from the idea of an auction which elicits huge bids we ran a raffle which raised nearly £1000 and was drawn at the showcase morning in the summer. Once again this was supported by the generosity of local traders and some school families, all of whom were thanked informally and once more by letter.

We were also blown away by a donation of £5000 at Prepfest and the warmth with which this was given to support our school and PTA. It's such a lovely thing to feel that we have done is appreciated. What a gesture this was! It has left us with such a healthy balance to pass over to our new committee. Our personal and heartfelt thanks have been shared with the family involved.

The fete was another super sunny afternoon with a fabulous turnout of reps and parents to help. We took £795.23 with a net profit of £682.36. Amazing what all those 50p pieces and pound coins mount up to! We had some interactive and tasty things on offer and again the support of S and A Davies and Bartonsham Farm enabled us to serve up strawberries and cream which flew off the table in minutes!



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The Summer Term also saw the PTA and school fully embrace the potential of The Giving Machine with the help of Vicky Ward who has done loads of research, communication and dissemination with the committee, school and parents. We are now generating in excess of £20 per month from this for nothing! If you haven't downloaded the app then please do. No diverting through a web page just a click to donate for free before you shop. The money is made as The Giving Machine is seen as directing users to websites and the commission taken is then fed back to charitable organisations. Some schools are making thousands with it and it could be us if we click to donate when completing larger purchase such as flights, Christmas gifts etcetera!

We finished the year by donating £1000 to The Music School for a very worthy cause. The portable organ used by musicians and choristers enabling rehearsal in spaces other than the cathedral itself was to be returned to its owner who loaned it years ago. A new one would cost over £100 000 though a used (prelove) one was located costing £25000. An unforeseen cost, the funds were not in place and so our PTA donated alongside other organisations including HCS PTA who donated a much higher amount. The committee took a vote as to whether or not to support it and how much to give. The majority voted for donating £1000 and we received a very lovely message from David Evans thanking us for our support.

The end of term marked the formal end of our tenure as the committee, and we feel it's time for new folks and fresh ideas. We're so happy that people have stepped forward to support the new committee. It's been a great couple of years – hard work but a great team and happy memories.

As we all know, it has been a very emotional day so a big thank you to all of you for joining us this evening.



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## 5. Treasurer's Report

Below are the financials for the PTA for the year 2016/17 as reviewed by Mathew Madeley our School Accountant. Once again, it has been an extremely busy and successful year.

- We delivered on all our commitments with the exception of Christmas Play costumes.
- We raised almost £10,000 from regular activities with the largest income coming from donations, photograph sales and the Prep Fest.
- We contributed £16,000 to the quiet garden development and an additional £1,000 to help fund the purchase of the school organ.
- As a result of fundraising and full receipt of the solar panel funding from the school, we were able to contribute significantly to the enhancement of school facilities and use only £3,670 of our savings.
- We ended the year with just under £10,000 in the bank to fund future projects.



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Summary	Revised 2015/16			2016 / 2017			
	Income	Expenditure	Net	16/17 Budget Expenditure	Income	Expenditure	Net
<b>Annual Commitments:</b>							
Fireworks	1,643	1,426	216.76	850	1,394.70	1,515.42	-120.72
Miscellaneous Workshops		523	-523.00	1100	0.00	1,133.00	1,133.00
Library Donation		500	-500.00	500	0.00	500.00	-500.00
Year 6 Leavers' Party		800	-800.00	400	0.00	400.00	-400.00
Pre-Prep Christmas Play		57	-57.20	50	0.00	0.00	0.00
Pre-Prep Christmas presents		178	-177.77	300	0.00	139.00	-139.00
Staff Gifts (Christmas / End of Year)		237	-236.82	250	0.00	168.74	-168.74
Easter Eggs (£1/head)		273	-272.50		0.00	263.00	-263.00
Easter Disco	409	251	157.50		492.50	255.00	237.50
			<b>-2,193.03</b>				<b>-2,486.96</b>
<b>Regular Activities:</b>							
Christmas Bazaar	1,279	0	1,278.86		624.23	22.06	602.17
Second Hand Uniforms	335	0	335.20		454.90	0.00	454.90
Christmas Fundraiser	1,961	1,580	381.10		1,263.50	756.85	506.65
Summer Ball/Event	13,165	6,818	6,346.97		4,570.00	3,563.80	1,006.20
Bags to School	284		284.00		312.00	0.00	312.00
Summer Fete	790	83	706.86		795.23	118.85	676.38
Photograph Sales	760	145	614.80		1,161.80	154.69	1,007.11
Charity Donations		800	-800.00		5,000.00	0.00	5,000.00
Sports Day	243	0	242.60		245.00	19.56	225.44
Y6 Leavers Books	500	500	0.50		0.00	0.00	0.00
Bank Interest	6		6.16		2.36	0.00	2.36
The Giving Machine	33		33.36		68.94	0.00	68.94
			<b>9,430.41</b>				<b>9,862.15</b>
<b>Other Activities:</b>					0.00	0.00	0.00
Hockey Shirts x19		333	-332.50		0.00	16,000.00	-16,000.00
Frog Garden Play Equipment		4,000	-4,000.00		6,000.00	0.00	6,000.00
Solar Panel Funding (3yr loan of £6,000)		6,000	-6,000.00		0.00	1,000.00	-1,000.00
Organ Donation			0.00		0.00	45.50	-45.50
Lego Club			0.00				<b>-11,045.50</b>
			<b>-10,332.50</b>		<b>22,385.16</b>	<b>26,055.47</b>	<b>-3,670.31</b>
<b>SUBTOTAL</b>	<b>21,405.83</b>	<b>24,500.95</b>	<b>-3,095.12</b>				
Prior Year Transactions					490.70	1,605.50	-1,114.80
Float					890	890	0.00
<b>Bank Opening Balance 31 August 2016</b>	<b>14,729.90</b>						
Reserve Account	14,629.90						
Current Account	100.00						
Total transactions 31/8/16 - 16/8/17	- 4,785.11						
<b>Total per Trial Balance &amp; Total Available Funds</b>	<b>9,944.79</b>						
plus cheques not presented prior to 16/8/17	1,500.00						
<b>Bank Closing Balance 16 August 2016</b>	<b>11,444.79</b>						

**Note:** Only other transaction expected to occur prior to year end is interest receipt on last day of August. As this will most likely be about £0.10 it will be carried forward into next year.



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## 6. Head's Report for PTA AGM – September 2017

Some info for you all

Numbers - we start the year with 224 children, I would like to thank the PTA and in particular the new parent reps for the part they have playing in welcoming new families to our school community.

Considerable works have taken place in the Junior School over the holiday:

Quiet Garden

ICT room

Windows

Year 2

Phoenix

Floors

Brickwork.

New carpet



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The work in the Quiet Garden has been particularly impactful for the pupils – and, over the last few months the quiet garden has been overhauled – thanks to the work and commitments of the school and of the PTA combined – another combined project, much like the previous work we undertook in the Frog Garden.

Staff news:

Mrs Roberts joins us as Director of Studies.

Mrs Chave joins us as part time school nurse.

We welcome Rhian Quinn and Trisha James back to school after maternity leaves.

Gap students:

Romilly Giddens, Hannah Larkin, Joel Middleton, Jessica Trew

Now before I finish...

I would like to thank the PTA committee and the reps and indeed all of you who support the PTA in all that is achieved. The events organised add to the children's school experience and enjoyment, and of course money raised has a significant impact on the school's provision too.

I would particularly like to thank Mrs Daw and Mrs Blackman who step down today

Finally, and forgive me as it is very rarely that I have parents and staff in the same room without children present, I would like to pay tribute to the school community as a whole – to parents, to staff and to children. The response of all to this week's tragedy has illustrated the cohesion of our community and the dedication and resilience of many. Thank you all very much.



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## 7. Election of Representatives 2016/17

Chair – Rebecca Morgan Jones

Proposed: Vicky Ward

Vice Chair – Rachael Borthwick/Sarah Daw

Proposed: Rebecca Morgan Jones

Seconded: Fleur Brinkerink Messer

Treasurer - Christy Bolderson

Proposed: Rebecca Blackman

Seconded: Sarah Daw

Secretary – Danielle Turner

Proposed: Rebecca Morgan Jones

Seconded: Christy Bolderson

The new committee was voted in, details as follows:

### Proposed New Committee

#### **September 2016-September 2017**

**Chair – Rebecca Morgan Jones**

**Vice Chair – Rachael Borthwick/Sarah Daw**

**Secretary – Danielle Turner**

**Treasurer Christy Bolderson**

### **Nursery**

**Rebecca Morgan**



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**Laura O'Leary**

**Reception**

**Amy Turtle**

**Nikki Webb**

**Year 1**

**Louise Martin**

**Year 2**

**Andrea Bayles Gungabissoon**

**Melanie White**

**Year 3**

**Victoria Berry Jones**

**Sue Legge**

**Year 4**

**Emma Powell**

**Year 5**

**Jane Preston**

**Year 6**

**Isobel Warner**

**Rebecca Goodwin**

**New Parent Support**



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**Vicky Ward**

**Fleur Brinkerink Messer**

**Choristers**

**No reps, parents of choristers wish to represent their group from within the generic parental body.**

**Staff**

**Not known**

**PLEASE NOTE THAT THIS LIST MAY CONTAIN GAPS WHILST HANDOVER TAKES PLACE.**

**8. Headmaster's Questions – None were submitted.**

**9. Any other Business – None.**

**Date of next meeting:**

**Committee: Tuesday 10th October 7.30 Number 1 Castle Street**

**Reps Meeting: Tuesday 31<sup>st</sup> October 9am in the Library**

**Meeting concluded at 7.40pm**

**Rebecca Blackman**

**Secretary**

**27/09/17**