



Hereford Cathedral  
Junior School  
PTA

## **Minutes of the PTA Annual General Meeting**

**Thursday 18 September – St David's Hall 7.00pm**

### **1. Attendees & Apologies**

Mr Chris Wright, Helen Bissell, Karen Blyth, Louise Evans, Hazel Smith, Catrin Goode, Bhavin Trivedi, Mark Wilkinson, Jo Windows, Anna Sutton, Hilary Copley-May, Patricia Moon, B. Batchelor, Karen Davies, Tim Hutchinson, Nicola Jeynes, Sally Price, Mara Cadman-Davies, Ian Barber, Rhian Quinn, Kerry Matthews, John Bond, Tim Brown, James Debenham, Phil Preece, Liz Lord, Sally Stick, Rachael Toolan, Stuart Turpin, Rhiannan Blackburn, Rob Blackburn, Nicola Evans, Kate Seekings, Sarah Morgan-Jones, Claire Hayes, Lucy Debenham, Beccy Lively, Sharon Jones, Kelly Gummerson, Rob Pizii, Tricia Finning, Sarah Daw, Kate Gilks, Lynne Jones, Louisa Essenhigh, Serena Crump and Jonathan Blackman.

Apologies were received from: Charlotte Matthews, Gail Small, Wendy Tarplee-Morris, Ala Price, Kathy Gundy, Amanda Joseph, Emma Haverty and Catherine Reid.

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

Proposed: Catrin Goode

Seconded: Kerry Matthews

### **2. Matters arising from the Minutes of the last meeting**

There were no matters arising.

### **3. Chair's Report**

Helen thanked everyone for coming to the AGM and she used a power point presentation to highlight the work of the PTA over the last year.

**2013 – 2014 saw an all new committee for the PTA.** Helen Bissell (Chair), Louise Evans (Vice Chair), Karen Blyth (Secretary), and Hazel Smith (Treasurer). Having spent time as reps they all decided they were up for a new challenge! The year's focus was to have fun, continue to enhance our children's school life and to actively fundraise along the way.

Helen then discussed the **annual commitments of the PTA**, showing pictures of each of the events. These commitments total around £3000 and include the following:

- Percussion workshop for all Pre Prep
- Shakespeare workshop for the Junior School
- Annual donation of £500 to the Library
- Play Costumes
- Christmas gifts to staff and pre prep children
- Easter eggs for the whole school
- Year 6 leavers party donation of £400
- End of term gifts to staff

Helen then showed pictures of all the social events that the PTA organise – these events are always well attended and enhance the friendly atmosphere at the school. Events are as follows:

- Fireworks Night
- Christmas Bazaar
- Pre Prep Easter egg hunt
- Junior school Easter Disco
- Summer Fete
- Summer Ball

Helen then talked about the Summer Ball being both the biggest social and fundraising event run by the PTA. The Ball was held this year at Lyde Court, Lower Lyde. The Ball organised by the committee took place on a balmy summers evening. Whilst enjoying a relaxing glass of fizz and canapés guests listened to the HCS Jazz Quartet. A three course meal followed, after a quick heads and tails round. After the meal a very successful auction, was held, our auctioneer for the night was Nick Gorst. An amazing £5000 was raised. Whilst Nick relaxed with a drink, most Mums tried their hand at the lucky dip before dancing the night away to DJ Roddy Hankins. Becca Wilkins took photos of our popular event.

**Additional support** during the 2013 – 2014 school year **was given to the Head Boy and Head Girl.** Helen explained how the PTA had given £500 to each of their chosen charities – The West Midland Air Ambulance and The Cystic Fibrosis Trust.

Collections were also made this year on behalf of the parents for departing staff – Mrs Parry after 21 Years at HCJS and Mr Wheeler after 6 years as Headmaster. Presentations were made at open morning and the PTA wish them every success in their future ventures.

Helen then went on to highlight the various **ways the PTA raises funds** – events include:

- Bag2School collections
- The Giving Machine
- Second Hand Uniform Sales
- Photo sales at all productions
- Christmas Bazaar
- Summer Fete
- Refreshment tent at sports day

These events cover the PTA's annual commitments but in order to offer our children that little bit extra the PTA decided that for the 2013 – 2014 school year additional fundraising would take place.

**Thank yous** – Helen then made a variety of thank yous for various help throughout the year without which the PTA would not be able to run as efficiently.

Thank you class reps - They organise so many social events for their classes and year groups to ensure that all parents feel included and welcome. They come up with fantastic ideas for Fete and Bazaar stalls and attend meeting once every half term – without them nothing would be possible. Helen thanked Karen Blyth with the help of Sally Stick and Alex Phillips for centralising contact sheets making an enormous difference to communication.

Thank you regular helpers – all the Dads who help with fireworks – Ady Morris, Guy Rogers and Phil Preece. Graham Essenhigh for his lighting and electrical magic. Simon Lively for kindly letting firework helpers park at the rugby club. Graham and Louisa Essenhigh for all their help with Bag2School and finally Mr Matthews who donates milk and cream from Bartonsham dairy for various events.

Thank you all teachers and parents – who attend events and spend their money. A special thanks to the teaching reps, Catrin Goode and Stuart Turpin who have been at 99.9% of meetings!

Thank you to the catering team – Andy, Sue, Mary and co who allow the PTA to invade their Dining Hall on so many occasions and provide refreshments at so many events. Mrs Wainwright for all her teas and positive support.

Thank you to the maintenance team – Rob Goode, Dave, Stuart and co. So many marquees, tables, chairs and urns provided with a smile.

Thank you Dr Barber – Wonderful photos which the PTA is able to sell throughout the year.

Thank you Mrs Stick and Mrs Phillips – these lovely ladies willingly support the PTA every day and always with a smile.

Helen finished by thanking the committee for all their hard work. Helen, Louise and Karen presented Hazel with a thank you gift for her hard work as treasurer and wished Lucy a warm welcome to the team.

#### 4. Treasurer's Report

##### INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31ST JULY 2014

	<u>Receipts</u>	<u>Expenses</u>	<u>Net</u>
Fireworks night	1198.40	1408.67	-210.27
Halloween Year 2 party	45.00		45.00
Christmas Bazaar	628.07	39.44	588.63
Pre Prep Play		34.00	-34.00
Pre Prep Christmas Gifts		310.01	-310.01
Staff PTA Gifts		43.96	-43.96
Photograph Sales	686.10	68.80	617.30
Children's Easter Eggs		288.00	-288.00
Easter Disco	459.00	180.00	279.00
Second Hand Uniform Sale	546.99		546.99
Junior School Sports Day	222.50	20.46	202.04
Retiring Teachers Presents	311.00	341.16	-30.16
Bags 2 School	360.00		360.00
The Giving Machine	37.36		37.36
Summer Ball	11100.00	5892.64	5207.36
Summer Fete	455.92	50.00	405.92
Shakespeare Workshop		576.00	-576.00
Year 6 Leavers Party	2055.00	2047.00	8.00
Year 6 Leavers Donation		400.00	-400.00
Headboy and Head Girl Charities		1000.00	-1000.00
Percussion Workshop		512.00	-512.00
Donation and miscellaneous monies	111.79	39.00	72.79
Interest received	5.06		5.06
SUBTOTALS	<u>£18,222.19</u>	<u>£13,251.14</u>	<u>£4,971.05</u>

##### PTA FUND STATEMENT

Cash in Bank as at 31st July 2013		9410.89
Cash in Bank as at 31st July 2014		* 22469.72
* includes £7,210 incorrectly paid in by HCS		
Less commitments	uncleared receipts	71.79
	uncleared cheques*	<u>-8324.94</u>
		14216.57
Funds left in reserve ( circa 2 years of PTA expenditure)		<u>6000</u>
<b>AVAILABLE FUNDS</b>		<u><b>£8,216.57</b></u>

## **5. Election of committee members and form Reps**

Continuing for a second year are:

**Chair** – Helen Bissell

**Vice Chair** – Louise Evans

**Secretary** – Karen Blyth

**New Treasurer** – Lucy Debenham

**Staff Reps** – continuing for a second year – Stuart Turpin and Catrin Goode

**Form Reps** – All are listed in the separate attachment

**Auditor** – Mat Madeley

All appointments proposed jointly and agreed as a whole

## **6. Headmaster's Report**

Mr Wright thanked Helen for her informative report. He talked about three aspects that have struck him so far about the school – there is a strong focus on family, it is very friendly and certainly child centred. It is clear to see that the PTA plays a key role within the school community.

Mr Wright emphasised that the lovely thing about working within a school such as ours is that we all have the same aim – the children flourishing at school – and to that end Mr Wright is looking forward to us all working together.

## **7. Headmaster's Questions**

There were no questions for the Headmaster

## **8. Any other Business**

There was no other business

## **9. Date of next committee meeting**

**Wednesday 15 October 2014 - No. 1 Castle Street 7.30pm**