

Mawgan-in-Pydar PTA AGM Minutes

Friday 25 May 2018

(9.20am)

Present	Helen Walker, Gill Cooper, Celia Smit, Sara Archer, Helen Cowling, Nicola Murrish, Briony Anscombe	ACTIONS
Apologies	Mrs Vannoey, Bel Perkins, Julian Williams, Hannah Williams, Michelle Steele, Kate Weaving, Ed Stein, Emma Taylor, Rachael Brawn, Lisa Howes	
Confirm minutes from previous AGM	Copy presented to the meeting. Minutes confirmed.	
Matters arising from the minutes of previous AGM	<p>Lack of Official committee members.</p> <p>Discussed various ideas for encouraging new members and interest in the PTA or help in general.</p> <p>Decided to discuss further at an ordinary meeting and design a flyer about the PTA, detailing where the money we raise is spent and how to become involved without the need for major commitment.</p>	
Chairs report	<p>List of fund raising events for the previous two years and their profits presented to the meeting.</p> <p>Copy attached.</p>	
Treasurer Report	<p>The following reports were presented to the meeting and copies are attached:</p> <ul style="list-style-type: none">• Report for the Charity Return (account movements) – 2016. Return lodged 22/03/2017.• Report for the Charity Return (account movements) – 2017. Return lodged 21/05/2018.• Spending projection for this school year (inc. first term of new school year). It was noted that the spring term expenses have not yet been paid. Gill to provide copies of the invoices paid by the school, to the treasurer, for reimbursement. <p>Bank balances are:</p> <p>Savings account - £4618.69 Current account - \$2254.66</p> <p>Total balance - £6873.35</p> <p>Copy of current bank statement presented to the meeting.</p>	

Appointment of independent examiner of accounts for year ending 2017	Vote carried 7 to 0 NOT to have the accounts examined.	
Election of Committee members	<p>Secretary – Celia Smit. Proposed by Gill, seconded by Helen. Vote carried 7/0</p> <p>Treasurer – Helen Walker. Proposed by Celia, seconded by Sara. Vote carried 7/0</p> <p>Chairperson. No nominations were received. Due to the fact that Helen W and Gill managed this role between them for the previous 2 years, overseen by Sally, while Sally and Gill were acting chair as no chairperson was forthcoming during this period, it was proposed that Helen W and Gill made this an official shared role until a such time as someone else volunteered.</p> <p>Proposed by Celia and seconded by Sara. Vote carried 7/0</p> <p>Although Helen C, Sara and Nicola did not want official roles at this time, they expressed their willingness to continue to help with the PTA where they can.</p>	
Special Business	Discussed whether the PTA need to consider the new GDPR act which came into force today. It was decided that as the email addresses held on file had been expressly provided by the individuals to be included in PTA mailings, and were not used for anything else, that we did not need to take any further action at this time.	
Close of business	10.10am	

Fundraising Profit for Each Event

Activity	Date	Profit £	Match Fund	Totals £
2017				£9,157.95
Christmas Market	Dec-17	£391.37		
Christmas Tea, coffee, cake, mulled	Dec-17	£152.90		
Wreath Making	Dec-17	£378.19		44 tickets sold at £12.50 each
Christmas Breakfast	Dec-17	£454.63		
Christmas cards (IQ Cards)	Nov-17	£296.83		IQ Christmas Cards (Takings £774.50)
Bags to School	Nov-17	£52.00		135kg
Book Fair	Nov-17	£316.73		50% of book sales for the school (Total takings £633.46 (inc. £25.00 of vouchers))
Spooky Disco	Oct-17	£632.15		Pro rata £332.15 presschool (they organised it all) & £300 school
BoardMasters Donation		£1,000.00		
Summer Street Party	Jun-17	£4,322.15	£1,000.00	From Maria
Bags to School	May-17	£60.00		Bags to School
Space Day dress down	Feb-17	£101.00		Dress down to contribute to cost of the Explorer Space Dome
2016				£4,987.38
Christmas Market	Dec-16	£527.20		
Wreath Making	Dec-16	£418.00		
Christmas Raffle	Dec-16	£365.00		
Christmas Breakfast	Dec-16	£476.00		
Tea-towels	Dec-16	£491.48		ordered + 12 sponsors
Bags to School	Nov-16	£164.00		410kg
Book Fair	Nov-16	£327.78		50% of book sales for the school (Total takings £665.55 (inc. £25.00 of vouchers))
Spooky Disco	Oct-16	£553.00		Pro rata £100 presschool & £453 school (142 children)
Lusty Glaze Evening (Curry & Chilli)	Oct-16	£530.00		(55 people at £20/head = £1100 less costs of £10/head (£550) and £20 to Steve Panter for entert.
Queens Birthday tea and cake	Jun-16	£144.71		
Art Exhibition	Mar-16	£990.21		(£163 & £66.71 & £14.50 banked by PTA plus £396 went through school till and was used to pay

Current Account 2016

Date	No:	Description	Credit	Debit	Balance	Details
4/01/2016		PTA membership		£96.00	£5,064.02	
10/01/2016	100227	South West Travel		£395.00	£4,669.02	Eden Christmas trip, classes 3, 4 5
10/01/2016	100228	Hopley's Coaches		£170.00	£4,499.02	Cinema trip - classes 1 & 2
3/03/2016	100229	Baker Ross		£51.36	£4,447.66	Repaid school for Golden Box prizes
8/03/2016	100230	Cash Withdrawal		£20.22	£4,427.44	Christmas fair expenses reimbursed
16/03/2016	100231	Hopley's Coaches		£165.00	£4,262.44	Eden trip, Class 2
16/03/2016	100232	Float		£100.00	£4,162.44	For Tea and Cake stall at Art Exhibition
23/03/2016	100233	Rachel Beale		£720.00	£3,442.44	Music, Autumn 2015, Spring 2016
13/04/2016	100234	A2B Travel		£210.00	£3,232.44	Fifteen trip, class 1, Zoo trip, class 5
20/04/2016		Cash Deposit	£100.00		£3,332.44	Tea and cake float
20/04/2016		Cash Deposit	£163.00		£3,495.44	Tea and cake takings (profit), Art exhibition
13/06/2016		Cash Deposit	£56.71		£3,552.15	Other funds from Art exhibition
13/06/2016		Cash Deposit	£14.50		£3,566.65	Other funds from Art exhibition
14/06/2016	100235	Cash Withdrawal		£100.00	£3,466.65	Tea and cake float
14/06/2016	100236	Hopley's Coaches		£175.00	£3,291.65	Class 4&5 to Badger Forest School (May)
17/06/2016		Cash Deposit	£100.00		£3,391.65	Float
17/06/2016		Cash Deposit	£84.50		£3,476.15	Balance of tea-towel money (inc MerryMoor sponsor)
17/06/2016		Cash Deposit	£144.71		£3,620.86	Queens birthday tea and cake takings (profit)
17/06/2016	100237	Mawgan in Pydar School		£1,000.00	£2,620.86	London trip (years 5&6)
23/06/2016		Trevarrian Holiday Park	£30.00		£2,650.86	Tea towel sponsor (2015)
14/07/2016	100238	Mawgan in Pydar School		£300.00	£2,350.86	Watersports on Scilly's trip (year 5&6) from London Budget
14/07/2016	100239	Hopley's Coaches		£195.00	£2,155.86	Classes 3&4 to Avalon Theatre and Heartlands play area
18/07/2016	100240	Rachel Beale		£360.00	£1,795.86	Music, summer term
22/09/2016	100242	Hopley's Coaches		£245.00	£1,550.86	Class 5&6 to Flambard
26/09/2016	100243	Hopley's Coaches		£175.00	£1,375.86	Class 3 to Eden
26/09/2016	100244	Mawgan In Pydar		£421.49	£954.37	Consortium (Modular storage bundle)
19/10/2016		Cash Deposit	£530.00		£1,484.37	Lusty Glaze evening
10/11/2016	100246	Cornwall Council		£20.00	£1,464.37	Gambling Licence
10/11/2016	100247	Scholastic		£630.55	£833.82	Book Fair sales
11/11/2016		Cash Deposit	£453.00		£1,286.82	Spooky Disco profit split per head (553.00 profit, 100 to preschool)
11/11/2016		Cash Deposit	£399.00		£1,685.82	2016 Tea towels sales to date (132)
11/11/2016		Cash Deposit	£17.00		£1,702.82	Extra sales of 2015 tea towels from Emma's shop
11/11/2016		Cash Deposit	£150.00		£1,852.82	5 x tea towel sponsors

11/11/2016		Cash Deposit	£630.55		£2,483.37	Book Fair takings (less 25.00 for competition vouchers)
14/11/2016		Merrymoor	£30.00		£2,513.37	Tea-towel sponsor
17/11/2016		Duchys	£30.00		£2,543.37	Tea-towel sponsor
17/11/2016		Bags to School	£164.00		£2,707.37	410 kg
22/11/2016	100248	Rachel Beale		£252.00	£2,455.37	Half term of music (7 lessons @ 36.00)
22/11/2016	100249	Cash Withdrawal		£100.00	£2,355.37	Float for tea and coffee and cake Christmas event
5/12/2016	100250	Lorna Wiles Textiles		£317.52	£2,037.85	140 tea-towels
1/12/2016	100251	Cash Withdrawal		£100.00	£1,937.85	Raffle prize money (paid back in from ticket sales on 9/12/16)
8/12/2016		The Giving Machine	£17.76		£1,955.61	
9/12/2016		Cash Deposit	£100.00		£2,055.61	Float for tea and coffee and cake Christmas event
9/12/2016		Cash Deposit	£189.34		£2,244.95	Tea, coffee and cake stall
9/12/2016		Cash Deposit	£483.40		£2,728.35	Christmas market (all classes)
9/12/2016		Cash Deposit	£120.00		£2,848.35	tea-towel sponsor (x4)
9/12/2016		Cash Deposit	£50.50		£2,898.85	Additional tea towel sales (15)
9/12/2016		Cash Deposit	£43.80		£2,942.65	Additional Market stall sales
9/12/2016		Cash Deposit	£490.09		£3,432.74	Christmas Breakfast
9/12/2016		Cash Deposit	£100.00		£3,532.74	Raffle prize money returned
9/12/2016		Cash Deposit	£443.40		£3,976.14	Raffle takings
12/12/2016	100252	P&J Print		£78.00	£3,898.14	Raffle ticket printing
12/12/2016	100253	Cash Withdrawal		£10.04	£3,888.10	Reimburse for tea-towel art postage and 10 second class stamps
12/12/2016	100254	Cash Withdrawal		£23.50	£3,864.60	Reimburse Sally for flowers for kitchen staff for Christmas b'fast
12/12/2016	100255	Cash Withdrawal		£48.66	£3,815.94	Reimburse for Class 4&5 christmas prizes for party day
12/12/2016	100256	Rachel Beale		£216.00	£3,599.94	Music
19/12/2016		Trevarrian Holiday Park	£30.00		£3,629.94	Tea towel sponsor
19/12/2016		Cash Deposit	£418.00		£4,047.94	Wreath Making Profit
					£4,047.94	

2016

Takings £5,183.26 - Yellow

Expenses £565.28 - Blue

Funding £4,610.00 - Orange

Floats - In and Out £0.00

Current Account 2017

Date	No:	Description	Credit	Debit	Balance	Details
					£4,047.94	C/Fwd
01-01-17	DD	PTA Membership		£101.00	£3,946.94	
16-01-17	100257	South West Travel		£275.00	£3,671.94	Christmas Cinema trip - classes 1, 2, 3
09-02-17	100258	Mawgan in Pydar School		£440.00	£3,231.94	Space Dome (100.00 contribution from school also)
10-03-17	100259	Rachael Beale		£180.00	£3,051.94	Recorders (5 lessons 11/01/17 - 08/02/17)
20-03-17	100260	Cornwall Council		£21.00	£3,030.94	Events Licence for Summer Street Party
23-03-17		Cash Deposit	£25.20		£3,056.14	Additional Christmas tea-towel money
23-03-17		Cash Deposit	£25.50		£3,081.64	Additional Christmas market money
29-03-17	100261	A2B Travel		£185.00	£2,896.64	Class 2 to Maritime Museum
29-03-17	100262	Hopley's Coaches		£175.00	£2,721.64	Classes 3&4 to I Bounce
08-05-17	100263	Hopley's Coaches		£285.00	£2,436.64	Class 2 to Plymouth Aquarium
17-05-17	100264	Rachel Beale		£216.00	£2,220.64	Music, 6 lessons, spring term
18-05-17		Bags to School	£60.00		£2,280.64	
12-06-17	100265	Mawgan In Pydar School		£130.00	£2,150.64	South West Travel (Class 3 to Padstow)
12-06-17	100266	Claire's Castles		£0.00	£2,150.64	CANCELLED (discount applied so new chq issued)
12-06-17	100267	Raffle Tickets 4U		£80.95	£2,069.69	Raffle ticket printing (reimburse Helen Walker)
12-06-17	100268	Cash FLOAT		£1,300.00	£769.69	
19-06-17	100269	Cash - Summer Fair costs		£6.00	£763.69	Reimburse Gill (chocolate as prizes)
16-06-17	100270	Claire's Castles		£128.00	£635.69	Castle and Sumo Suits
19-06-17		Float	£1,300.00		£1,935.69	
19-06-17		Cash Deposit	£4,169.66		£6,105.35	Summer Street Party takings
19-06-17		Cash Deposit	£20.00		£6,125.35	Additional takings
19-06-17	100271	Cash - Summer Fair costs		£55.10	£6,070.25	Reimburse Helen (prizes and various bits for stalls)
20-06-17	100272	Cash		£30.00	£6,040.25	Reimburse Helen for Tescos (Gazebo x 2)
20-06-17	100273	Cash - Summer Fair costs		£48.08	£5,992.17	Reimburse Maria for Booker
26-06-17	100274	The Seafood Restaurant		£731.18	£5,260.99	Bar costs
28-06-17	100275	Cash Withdrawal		£20.00	£5,240.99	Drum sticks for the Steeler - thank you
28-06-17	100276	Cash Withdrawal		£21.00	£5,219.99	Beer -thank you Steve Panter (9.00) Wine thank you Ed Stein (12.00)
05-07-17	100277	St Mawgan Preschool - CANCELLED / LOST		£0.00	£5,219.99	Preschool funding from Summer Street Party (was 320.67)
31-07-17		Cash Deposit	£109.00		£5,328.99	Additional bar sales (Ed Stein)
28-09-17		Cash Deposit	£90.00		£5,418.99	2 x beer money (40.00 each) plus 10.00 donation
29-09-17	100278	Mawgan In Pydar School		£300.00	£5,118.99	Coach to Porthpean Camp (last school year)
09-10-17		Charities Trust	£1,000.00		£6,118.99	Match funding (from Barclays - Maria)
13-10-17	100279	A2B Travel		£445.00	£5,673.99	165.00 Class 3 - Truro Museum, 110.00 Class 5 - Newquay Zoo, 170.00 Class 1 - Eden
28-10-17	100280	Cash Withdrawal		£300.00	£5,373.99	Book Fair Float
28-10-17	100281	St Mawgan Preschool - Re-issue		£320.76	£5,053.23	Preschool funding from Summer Street Party (original chq lost so re-issued)
02-11-17		Cash Deposit	£300.00		£5,353.23	Spooky disco
02-11-17		Cash Deposit	£765.50		£6,118.73	IQ christmas card takings
06-11-17	100282	Cash Withdrawal		£30.00	£6,088.73	Reimburse Gill Cooper for Wreath Making craft bits
07-11-17	100283	Cash Withdrawal		£25.12	£6,063.61	Reimburse Maria Turner for Wreath Making craft bits
17-11-17		Cash Deposit	£300.00		£6,363.61	Book Fair Float

17-11-17		Cash Deposit	£608.46		£6,972.07	Book Fair takings (less 25.00 for competition vouchers)	
17-11-17		Cash Deposit	£9.00		£6,981.07	Additional IQ card takings	
18-11-17		Bags to School	£52.00		£7,033.07	130kg	
14-11-17	100284	Scholastic		£628.46	£6,404.61	Book Fair costs	
18-11-17	100285	Mawgan In Pydar School		£300.00	£6,104.61	Reimburse South West Travel 150.00 to Footsteps & \$150 C4 to Bodmin Railway	
01-12-17	100286	Mawgan In Pydar School		£400.00	£5,704.61	Towards Christmas trips / activities for the whole school	
08-12-17	100287	Float		£350.00	£5,354.61		
10-12-17	100288	Cornwall Council		£20.00	£5,334.61	Grambling Licence	
05-12-17	100289	Mawgan In Pydar School		£477.67	£4,856.94	Reimburse for IQ Cards invoice (net amount)	
14-12-17		Cash Deposit	£434.31		£5,291.25	Christmas wreath making	
		Cash Deposit	£454.63		£5,745.88	Christmas Breakfast	
		Cash Deposit	£391.37		£6,137.25	Christmas market	
		Cash Deposit	£152.90		£6,290.15	Tea, coffee, mulled wine and cake stall	
		Cash Deposit	£350.00		£6,640.15	Float	
15-12-17	100290	Mawgan In Pydar School		£1,852.49	£4,787.66	Reimburse school for Burwood Gazebo purchased from Mole Valley for front playground	
					£4,787.66		

2017

Takings £8,667.53

Expenses £2,423.56

Funding £5,504.25

Floats - In and Out

Interest in other account
£0.81

PTA MONIES - for 2017-18 school year

Totals

Opening balances:				
Savings Account				£4,618.69
Current Account:				£2,254.66
TOTAL FUNDS				£6,873.35

FORECAST	Forecast	Allocated	Paid	Date
Back Playground Equipment			£3,270.00	9-01-2018
Front Playground Equipment			£1,852.49	15-12-2017
Money allocation for Autumn Term 2017				
Class 1 - Eden			£170.00	13-10-2017
Class 2 - Forest School			£150.00	18-11-2017
Class 3 - Museum			£165.00	13-10-2017
Class 4 - Bodmin & Wentworth Railway			£150.00	18-11-2017
Class 5 - Newquay Zoo			£110.00	13-10-2017
General Christmas costs (400 total, 240 here and 160 Eden)	£0.00		£240.00	1-12-2017
Class 1 / 2 / 3 - Christmas trip (Cinema)	£0.00		£150.00	16-01-2018
Class 4 / 5 - Christmas trip (Eden)			£160.00	1-12-2017
IQ cards			£477.67	5-12-2017
Music	£0.00			
Money allocation for Spring Term 2018				
Class 1 - Ski trip (Plymouth)	£200.00			
Class 2 -	£200.00			
Class 3 - Eden (Chocolate)	£200.00			
Class 4 -	£200.00			
Class 5 -	£200.00			
Items for Clubs (Board Games)	£150.00			
Music	£0.00			
Money allocation for Summer Term 2018				
Class 1 -	£200.00			
Class 2 -	£200.00			
Class 3 -	£200.00			
Class 4 -	£200.00			
Class 5 -	£200.00			
Music	£0.00			
Money allocation for Autumn Term 2018				
Class 1 - Christmas trip	£200.00			
Class 2 - Christmas trip	£200.00			
Class 3 - Christmas trip	£200.00			
Class 4 - Christmas trip	£200.00			
Class 5 - Christmas trip	£200.00			
Music	£0.00			
London trip 2019 (budgeting so we are covered)	£1,000.00			
Forecast & Allocated Spending	£4,150.00	£0.00	£6,895.16	£4,150.00
Total Current & Savings Acc after Forecast and allocated deducted				£2,723.35