



## Plympton St Maurice Primary School – PTFA Committee

### Annual General Meeting

#### Notes & Actions

Date & Venue: 27<sup>th</sup> September 2019 at Plympton St Maurice Primary School

#### Attendees

Mr N Taylor  
Mrs H Rose  
Miss H Glover  
Miss V Cammack

Mrs K Allen, Business Manager  
Mrs S Tustain, Headteacher  
Mrs S Glover

#### Agenda

1. Apologies for absence
2. Acceptance of minutes from last AGM
3. Matters arising
4. Chairperson's report
5. Secretary's report
6. Treasurer's report
7. Election of Officers
8. Fundraising
9. Appoint an Auditor
9. Any other business
10. Date of next meeting

#### 1. Apologies for absence

None

#### 2. Acceptance of minutes from last AGM

The minutes of the last AGM meeting held on 28<sup>th</sup> September 2018 were agreed as a true record.

#### 3. Matters arising

None

#### 4. Chairperson's report

No report received.

## 5. Secretary's report

Nothing to report.

## 6. Treasurer's report

A report detailing the income and expenditure transactions for the previous year was distributed. The report showed that there was a credit balance of £762.97 and that over the year £4956.52 had been raised.

## 7. Election of Officers

Mrs Tustain acted as Chair to fulfil the election of a Chairperson. As there had been no nominations received Mrs Tustain asked if any person present would be interested in taking up the role of Chairperson. Miss Glover volunteered and all those present were in agreement.

Election of Treasurer: No nominations had been received. Mrs Rose advised that she would be happy to continue as Treasurer. All those present were in agreement.

Election of Secretary: No nominations had been received. Mr Taylor advised that he would be happy to continue as Secretary. All those present were in agreement.

## 8. Fundraising

The following PTFA events were successful last year and would be supported this forthcoming year: Christmas Nativity; Christmas Jumper day; Mother's Day Cake Sale; Easter Bonnet and Easter Garden competition & Easter Egg Raffle; Sports Day refreshments; Donuts For Dads; KS2 Performance refreshments; School Disco's; throughout the summer Ice Pole Fridays.

Miss Glover offered to co-ordinate a Sweet Shop Friday selling 'pocket money' sweets.

Mrs Tustain requested that Mr Taylor determine a range of prices for potential events at Boringdon Golf Club.

Mrs Rose would discuss Bag Packing opportunities with local supermarkets.

The possibility of having a local band at the School one evening was discussed.

## 9. Appoint an Auditor

Mrs Allen advised that in previous years the PTFA had used the services of Mr Peter Vassallo who had also been instructed to audit the school's Voluntary Fund account. The members present were in agreement for Mrs Allen to contact Mr Vassallo to ask him to audit the accounts for this year.

## 9. Any other business

Mrs Tustain discussed her vision for developing the School field including having a chicken coop and hen house.

Mrs Tustain advised that the covered area to the rear of the school would be completed soon and that 'furniture' would be required for this area.

## 10. Date of next meeting

Friday 29<sup>th</sup> November 2019 at 8.50 am at Plympton St Maurice Primary School.