



Carlyle Infant & Nursery School Parent Teacher Friends Association

Registered Charity number 1022296

ANNUAL GENERAL MEETING

2.30pm Friday 5th October 2018, Carlyle School

ATTENDEES

Shabana Sadiq Chair	Nicci Robinson Committee member	Mrs. Besenzi Head Teacher	Mrs Hitchcock Administration Assistant
Jenny Hicks Treasurer	Debz Smith Committee member	Mrs. Roebuck Senior Assistant Hd Teacher	Mrs Baskcomb Sch Business Manager

Various parents were also in attendance.

MINUTES

1. Shabana welcomed the parents attending the AGM and introduced the PTFA committee, and gave thanks to the PTFA for all their continued hard work and explained that without this support the school would not have the additional enrichment resources that the PTFA is able to fund. Shabana also mentioned that we were in need of new committee members in order for the PTFA to continue to operate.
2. Apologies for any members absent: Rosie Marshelsey.
3. For members who have left the PTFA this yr: see Chairs report.
4. The minutes of the last AGM (Oct 2018) had been approved.
5. Shabana gave the Chair's report (see attached).
6. Jenny gave the Treasurer's report (see attached).
7. Jenny asked whether anyone was able to act as Independent Examiner for the PTFA's accounts for 2016 - 2018. No-one came forward.

8. Job descriptions for Chair position and Secretary position left out for parents.
9. Mrs Besenzi introduced herself and thanked the parents for their attendance. She congratulated the PTFA on their hard work and commitment to the school. Mrs Besenzi encouraged parents to put their names forward for the PTFA.
10. Election of Committee Members: no nominees came forward. Therefore it was agreed by current PTFA members and Mrs Besenzi, if no nominees came forward by Mon 8th Oct 2018 then we would look to either: cease the PTFA or hand over responsibility to the school.
11. AOB - none.

Addendum: two new members came forwards to share the secretary role (Beth and Jo), Debbie agreed to undertake the treasurer role and Jenny agreed to undertake the role of chair.



Carlyle Infant & Nursery School PTFA
Chair's Report for 2017/2018

I would like to begin by congratulating all the PTFA helpers and staff members on a successful year. I joined the PTFA 2 years ago when we were a team of only 4 members (including myself). Last year We were lucky enough to have Nicolette, Ruth and Rosie join us. They have been a tremendous help as amongst other tasks Nicolette organised the Glow disco , Rosie has ensured the cake sales run smoothly by providing plates and serviettes to each class over the course of the year and Ruth for the marketing of the Summer fair, We are very sorry to see Barbara and Ruth leave us this year. Laura and Jay also helped with the Christmas Fair and the face painting stall at the Summer fair. I will also be resigning from my role as Chair person on the PTFA.

I am very grateful to Barbara, Jenny & Debbie in their roles of Secretary, Treasurer, PTFA member and the volunteers -without their hard work, commitment and dedication the PTFA could not have continued. We have had a great sense of team spirit which we are proud of.

There were also many other changes this year inc:

- * Mrs Besenzi returned from maternity leave as Head.
- *The new trim trail and forest school area at the rear of the school.
- * The children have had some use of the caged area to support the forest school philosophy.

- * New fund raising ideas, eg smarties tubes.
- * The school enjoyed a visit from the Space Dome for the day (funded by the PTFA).
- * PTFA made contributions towards to trips for all years plus the rural pride visit.

So well done to everyone involved in the PTFA – staff and parent helpers, plus the children for helping at cake sales and the summer fair. For being part of the events, having fun and making money for the school.

In order for the PTFA to continue to serve the school I would like to encourage anyone considering helping out on the PTFA, either as a committee member or a more occasional helper. It is a great way to get to know other parents, members of staff and to find out more about what happens at your child's school. Being part of the PTFA can be a perfect opportunity for personal and professional career development.

For me the most rewarding part is always seeing the children enjoying the events we put on. Whether it is children making a craft as a mother's day present, dancing at the school disco or taking part in things at the summer fair it is always lovely to see their enthusiasm and excitement at these events. Of course the money we raise is vital to the school to provide those extra things that might not be possible otherwise, such as the Christmas pantomime, funding of coaches for school trips, contributing towards in-house entertainment for the children and outdoor play equipment.

It has been a difficult year in regards to limited volunteers coming forward. In light of this we are forced to discuss the possibility of the PTFA no longer being able to support the school or hand over responsibility to Carlyle Infant & Nursery School to run themselves.

Shabana Sadiq



Treasurers Summary 05/10/2018

We have had a successful year and made approximately £3,500 in profit.

Current account = £2,992
Savings account = £1,805

We have held sales of second hand uniform, half term activities such as the fireworks art competition and numbers of items in bags. Key fundraising events have been the Secret Santa, Smarties Challenge, Christmas Fair stall, glow disco, mother's day crafts, the summer fair and non-uniform day.

We have spent money on supporting the children by funding:

Pantomime (£630)
TV licence (£150)
School Christmas disco and gifts (£250)
Coach hire for rural pride (£500)
Monkey forest coach hire (£450)
Mini Professors Science for Nursery (£76)
Wonder dome (£420)
Matlock farm park entry (£289)

Plans for the coming year are potentially to continue to support the school e.g. pantomime, coach trips, tv licence plus additional requests as they arise – the approach does depend on whether the PTFA continues in its current form.

The funds in the savings account are to be put towards outdoor equipment.

If we have any accountants (or relatives of accountants) would they be prepared to independently review the accounts?

