**Cockwood School PFA Annual General Meeting**

**(to be followed by a PFA Meeting)**

Wednesday 30 January 2013, 3.40pm

Minutes of the Meeting

Present: Clair Campbell, Brigitte Hawkins, Toni Smith, Michelle Lott, Ismene Crocker, Kirsty Way, Vanessa Tomlinson, Joy Taylor, Lorraine Curry, Sue Jago, Beck Tallamy

1. Apologies: Mellony Kirby, Nicola Rose, Adele Jeffs
2. Minutes from previous AGM agreed and signed off by Clair Campbell
3. Chairman’s Report

 Summary of fundraising events:

* Chocolate Bingo
* Eco Kids Collections x 2
* Summer Pantomime
* Halloween Party
* Christmas Pantomime
* Christmas Fayre
* 50/50 Draw
* Auction of Promises in May 2012 – new for 2012
* Summer Fete in July 2012 – new for 2012

Each of the events was well attended and raised good amounts of money, specifically the Chocolate Bingo, Auction of Promises and Summer Fete.

Charity status was achieved within the year which has opened up new avenues of money generation, namely the Barclays Bank scheme which matched monies raised at the Christmas Pantomime. Under the scheme the PFA is eligible to request a money match for two further events.

1. Treasurer’s Report

It has been a really good fundraising year and a summary of the highlights are:

* 50/50 Club £1073
* Chocolate Bingo £370
* Auction of Promises £576
* Summer Panto £450
* Halloween Party £259
* Christmas Panto £524
* Christmas Fayre £713

Online Banking was set up with Lloyds TSB Bank during the period which has made things easier than waiting for paper statements to arrive.

Bank Balance/Expenditure during period:

 Opening £7,600

 Money Raised £8,800

 Money Spent £7,700

 Closing £2,600

An independent examiner of accounts has been appointed – Andrew Flanagan. He has signed off the accounts for this year and has confirmed that he will do it again next year.

Joy Taylor, on behalf of the Governors, said a big thank you for the efforts of the PFA. This amount has not been achieved before and the hard work is appreciated.

Lorraine Curry, Head Teacher, stated that the funds have made good experiences affordable which is great for the children and thanked the PFA.

1. Election of the Committee

Clair Campbell stepped down as Chairperson and appointments were made as follows:

Chairperson Mellony Kirby nominated by Beck Tallamy, seconded by

Vanessa Tomlinson

Deputy Chair Toni Smith nominated by Brigitte Hawkins, seconded by

Beck Tallamy

Treasurer Brigitte Hawkins nominated by Vanessa Tomlinson,

seconded by Ismene Crocker

Joint Secretaries Nicola Rose nominated by Ismene Crocker, seconded by

Lorraine Curry

 Beck Tallamy nominated by Toni Smith, seconded by

Michelle Lott

Job roles obtained by Mel from the PTA were handed out to the newly elected committee members.

AGM closed at 4.00pm

Cockwood School PFA Meeting Minutes

Chaired by: Brigitte Hawkins

Present: Clair Campbell, Brigitte Hawkins, Toni Smith, Michelle Lott, Isme, Vanessa Tomlinson, Joy Bishop, Lorraine Curry, Sue Jago, Beck Tallamy

1. Apologies: Mellony Kirby, Nicola Rose, Adele Jeffs
2. Minutes of the previous meeting (mainly regarding Christmas) were agreed and signed off by Clair Campbell
3. eBay Proposal. Vanessa started by mentioning the Council Car Boot (Exeter) scheme which enables charities/organisations to marshal either a whole day or part day for £600 or Percentage of takings accordingly. A minimum of 8 volunteers are required to assist with taking money, directing cars and observing goods sold. Dates are allotted on an ‘out of the hat basis’ and as it is popular we would need to apply fairly promptly. It was agreed that this would be a good way of raising a significant sum so will need looking into.

Vanessa then stated that there is the possibility that some saleable items which could be sold online for better amounts may be going to Eco Kids. Vanessa explained that she would be willing to look through donations prior to collection and to administrate the sale of any identified items via eBay as this is her specialism. She would set up the relevant account/page and make the logon/password available to any parents who wanted to post sale items themselves.

In relation to postage, Vanessa has a good relationship with the local Post Office and would be willing to take parcels etc there. It is also possible that postage could be charged on a weekly basis but this requires discussion with the PO. Therefore monies received via PayPal would be directly credited to the PFA bank account.

There may be concerns from parents about their belongings being looked through therefore they would be given the option of opting out of this by sealing their bags.

This reselling could be done throughout the year rather than at the time of the two collections and, as it was agreed to be a good idea, Mrs Curry said it could be mentioned in the newsletter.

**Action Point** - Brigitte to look at the implications of this regarding the charity status, Vanessa to look at the eBay rule implications etc

1. Sue has received an email from a parent regarding the Nitty Gritty Comb. Apparently these can be bought in bulk and resold by the PFA for a small profit. It is an effective way of de-lousing, lasts for ages and normally costs in the region of £6.99. Health Visitors do give plastic combs away free of charge which may discourage parents from spending money on the NGC. Whether this is viable depends on cost.

**Action Point** – Brigitte is to look into this

1. Mel is organising a Ladies Pamper Night to take place during the week leading up to Mother’s Day (10 march 2012) as a get together rather than a fundraiser. The pampering is to include massage, beauty therapies etc and some sellers will be invited to come along.

This will be a ticketed event that is open to the public. The ticket price will include a drink. It has not yet been decided whether treatments will be pre-booked or chosen on the night. The venue is likely to be Cofton.

**Mel will need help with organisation – names to her asap please!**

1. Any Other Business
* Chocolate Bingo will take place on Friday 22 March (the week before Easter) providing the hall is free.

**Action Point** – Mel to check availability of the hall

* Toni mentioned a fundraising opportunity with a company called Chocoholics. They provide catalogues for parents to buy from and we could earn up to 25% of the sales value. They have themed events throughout the year e.g. Easter, Mother’s Day and the items are affordable with chocolate lollipops starting at 80p each.

**Action Point** – Toni to provide further information to Brigitte

* Sue requested funding for:

Buses for swimming – approx. £320, Brigitte confirmed £360 has been budgeted

A bus for the Eden Project trip - £280, Brigitte confirmed £277.50 has been budgeted

Flamenco Dancing – approx. £30 per session, to be confirmed

* Financial Update

Funds Raised since September 2012

Christmas Fayre £870

Christmas Panto £1,435

50/50 Club £430

Body Shop Sales £105

Purchases since September 2012

Fizzbook Trolley

New Learning Platform

Street Dance

CAP Workshop

Class 3 Coach to Northcott Theatre

Current Available Balance £3,700

* Active Kids at Sainsbury started today. The box is already in situ and an email is to be sent to parents reminding them to bring their vouchers in. Beck has agreed to count the vouchers for both Sainsbury and Tesco.

**Action Point** – Toni will have a look at the different grants that may be available within the scheme

1. The next meeting will take place on Wednesday 6 March 2012, 7pm at The Ship Inn
2. Meeting ended at 4.20pm