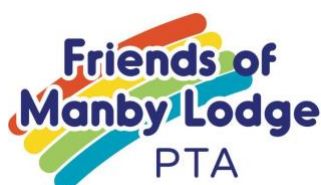


# AGM Minutes

## Friday 21<sup>st</sup> September 2018

**Attendees:** Deborah Stewart, Elaine Henderson, Emily McCormick, Manby Smook, Sarah Barter, Laura Steel, Kirsty Hedger, Kashaana Khan-Rajput, Helen Russell, Lucy Brailey, Sam King, Mel Thomas, Sophia West, Bethan Emerson, Eleanor Whittaker, Victoria Park, Jo Camacho, Kate Currie, Salman Rajput, Lucy Swinhoe, Louise Phillips, Louise Jarvis, Miss Morris

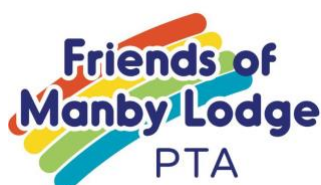
| ITEM                            | DISCUSSION   |
|---------------------------------|--|
| <b>Welcome from Miss Morris</b> | Welcome and thanks from Miss Morris for amazing totals and support. She looks forward to working with us all this year.  |
| <b>AGM Process</b>              | <p>This meeting is about looking back at the last year from the last AGM held on 14<sup>th</sup> October 2017 and electing a new committee to take us through to September 2019.</p> <p>We are bound to having a minimum of 3 meetings throughout the academic year. The dates of future meetings will be communicated by the new committee with support from Miss Morris and the school.</p>  |
| <b>AGM October 2017</b>         | <p>Minutes of the last AGM were made available</p> <p>No actions were highlighted as coming from this meeting</p>  |
| <b>Chair's Report</b>           | <p><b>Why we exist?</b></p> <p>We help our school by raising money to fund additional resources and provide fun activities for our children to enhance their learning experience at Manby Lodge.</p> <p><b>Charitable Structure</b></p> <p>We are a registered charity ran by a group of trustees (Co-Chairs, Vice- Chair and Treasurer). Annually we are required to complete a report which is verified by an independent examiner and reported to the Charity Commission. This is how we are governed.</p> <p><b>Highlights of the past PTA year</b></p> <ul style="list-style-type: none"> <li>- Introduction of movie nights</li> <li>- Donation of old logo uniform to a Latvian orphanage</li> <li>- Sponsored Manby Mile in conjunction with Sports Relief</li> <li>- Various sales, Manby bands, Manby Summer caps, roses, egg cups, freeze pop Fridays</li> <li>- Continuation of the fantastic Christmas Raffle, Christmas Fair and Summer Ball</li> <li>- Donation to the Guide Dogs – sponsoring our own guide dog Bella</li> <li>- Manby Fest 18</li> </ul> <p><b>Special thanks to</b></p> <p>Everyone who has supported us over the last 12 months. <b>INCREDIBLE</b> year. Made possible with the support of our Class Rep groups, our talented parents who have given their time to sing and perform, to organise, to bake, to design, to decorate and all in between.</p> <p><b>How we deciphered where the money was spent</b></p> <p>Working closely with the Head and the Business Manager, decisions were made as to how the monies were spent throughout the year.</p> <p><b>How we have worked with local communities and businesses</b></p> <p>Over the last year we have worked hard to nurture relationships with the Weybridge Town Association and as such supported them with their Christmas Lantern Parade. We have also given left over cake from the cake sales to local business and elderly care homes. We have also developed a mutually beneficial relationship with Curchods which we will see more from this year. Currently if a parent sells their house through Curchods, they will make a</p> |



# AGM Minutes

## Friday 21<sup>st</sup> September 2018

| ITEM  | DISCUSSION  |
|---|---|
|   | <p>donation to the FoML PTA as a result of this sale. Additionally they will enable us to use their estate agent boards to promote big events such as our Christmas Fair, Manby Fest etc.</p> <p><b>How the PTA will benefit the children over the coming year</b></p> <p>Miss Morris confirmed that the spend priorities are mainly focused on the hall and the ball court.</p> <ol style="list-style-type: none"> <li>1. <u>The Ball Court</u>: The school will prepare a bid to obtain some funding towards the development of this space and some of the gated areas and grounds. Any funding we can provide towards this would be fantastic for the children to use.</li> <li>2. <u>The Hall</u>: The only part of the school that wasn't touched by the build work was the hall. We have invested in the fabulous screens; the rest of the hall looks tired and in need of investment. This is another spend priority for us.</li> </ol>  |
| <p><b>Treasurers Report:</b></p>            | <p><b>Profit totals raised</b></p> <p>Our target for the year was £17k. In total we raised <b>£24,681</b></p> <p>The top line biggest fund raisers were;</p> <ul style="list-style-type: none"> <li>- Summer Ball <b>£7,133</b></li> <li>- Christmas Fair and Raffle <b>£4,603</b></li> <li>- Manby Fest <b>£3,121</b></li> <li>- Sponsored Manby Mile <b>£2,334</b> (of which we donated £1,107 to Sports Relief)</li> <li>- Quiz Night <b>£1,521</b></li> <li>- Gift Aid reclaim for activities in 2017/2018 <b>£1,524</b></li> </ul> <p><b>Total spent</b></p> <p>In 2017/18 we spent <b>£19,975 on our children.</b></p> <p>Our largest spends were:</p> <ul style="list-style-type: none"> <li>- Laptops, charging station and software <b>£10,990</b></li> <li>- Enrichment fund activities <b>£2k</b></li> <li>- Hobgoblin theatre performance <b>£798</b></li> <li>- ICT Items <b>£703</b></li> </ul> <p>The 2017/2018 accounts have now closed. These will be independently verified by an Accountancy Qualified professional and reported to the Charity Commission in advance of the deadline of June 2019.</p> <p><b>Current Balance</b></p> <p>We have a savings account contains £10k. This is being consolidated into our Charity business account held with HSBC. As of 1<sup>st</sup> August 2018 our main HSBC account had a balance of £7,672.</p> |
| <p><b>Election of committee members</b></p> | <p>All of the 2017/2018 committee officially resigned to make way for a brand new 2018/19 committee.</p> <p><u>Chair</u> – Louise Jarvis put herself forward as Co-Chair (seconded by Deborah Stewart)</p> <p><u>Chair</u> – Jo Camacho put herself forward as Co-Chair (seconded by Elaine Henderson)</p> <p><u>Secretary</u> – Laura Steel put herself forward as Secretary (seconded by Sophia West)</p> <p><u>Treasurer</u> – Sophia West put herself forward as Treasurer (seconded by Louise Jarvis)</p>  |



# AGM Minutes

## Friday 21<sup>st</sup> September 2018

| ITEM                      | DISCUSSION   |
|---------------------------|--|
|                           | <p><u>Gift Aid / Funding</u> – Elaine Henderson and Deborah Stewart jointly put themselves forward to continue with this (seconded by one another)</p>   |
| <b>Working Committees</b> | <p>A big thank you was given to all of the people who made up these committees in 2017/2018. The format worked – especially in relation to the Summer Ball. The plan as it stands is to keep this in place and to enrol committees to focus on the big events.</p>   |
| <b>AOB</b>                | <ul style="list-style-type: none"><li>- The new committee were asked which years their children are in. They will make their introductions over the coming week along with the dates of future meetings.</li><li>- New Parents Welcome drinks in the school hall from 8pm on Thursday 27<sup>th</sup> September</li><li>- Christmas Fair will be Saturday 8<sup>th</sup> December 2018</li><li>- And finally...A plea was made that if you have won a prize or purchased one through an auction to please use this or gift it to someone asap. It makes it very difficult to approach our generous sponsors to ask for further donations if previous ones have not been claimed. Thank you</li></ul> |