

**UPPER SHIRLEY HIGH PARENT TEACHER AND FRIENDS ASSOCIATION  
ANNUAL GENERAL MEETING**

**Minutes of Meeting Held on Monday 12 December 2016 at 6.00 pm**

Present:

Staff: Stuart Woods (SW), Julie Prince (JP)

Parents/Friends: Kerry Sullivan (KS), Lea Hayes (LH), Ken Voller (KV), Emma Fay (EF), Vicki Stacey, Penny Collins(PC), Bimal Gomanee (BG), Paul Hill (PH), Charlotte Cooper (CC)

Apologies: Rose Westcott (RW), Sarah Russell

1) **AGM 2015 Minutes**

The minutes from last year's AGM were circulated and approved.  
Proposed by JP and seconded by KS

**Matters Arising**

There were none

2) **Chair's Report**

Overall it had been a quiet year but there are now plans for 3 main fundraising events.

3) **Treasurer's Report**

KV passed around copies of the accounts which not changed since the previous year at £1300. Copies of the accounts are available on request from the school

4) **SLT**

S W thanked the PTFA on behalf of the school and said that the school were looking forwards to some new fundraising activities, new faces on the committee as USH starts a new era of expansion.

5) **Nominations and Elections**

**Posts were filled as follows:**

Co-Chairpersons: KS-Nominated by SW, seconded by LH  
PH- Nominated by KS, seconded by EF

Treasurer: KV- Nominated by LH, seconded by KS

Minutes Secretary: LH- Nominated by KS, seconded by KV

Media/marketing co-ordinator: EF- Nominated by JP, seconded by SW

Other Active Members: All those present

6) **Diary Dates**

**Fundraising:**

Friday 31/3/2017 Fashion show/clothes sale, school hall (CC, PC, EF)  
Friday 07/07/2017 Charity Auction, school hall (PH, RW, KV)  
Saturday 14/10/2017 Car boot sale (KS + others)

**Other:**

Tuesday 04/07/2017 Yr. 7 Transfer day  
2<sup>nd</sup>/3<sup>rd</sup> week September Information Fair for new parents  
Saturday 30/09/2017 Open morning  
Wednesday 13/20/12/2017 Carol Concert

**7) AOB**

KV-position of treasurer only for 1 more year. BG expressed an interest in taking this on from next year. It was suggested that some assistance could be given to KV to help understand how the accounts work

KS- wanted to be clear that position of Chair was that of structure, arranging and running meetings not organising all other activities. This has been taken on board by the new team as each activity had been taken on by a different sub-team.

KS – All members need to encourage other parents to become active members.

JP-with the school librarian is applying for a grant for new books from the Foyle Foundation, and would like support from the PTFA to secure additional funding. This was felt to be an excellent idea

SW- PTFA article to go out in newsletter for this week with picture of book Christmas tree to advertise PTFA support for library project

PH- In newsletter article request for parents to keep unwanted gifts for the Auction. These can be stored at school.

EF- To create flier to advertise events and ask for unwanted gifts and other support for PFTA. Facebook notices can then be shared.

JP/SW – to review what happened to funding requests from last year as no money has been asked for from departments since early 2016

**8) Date of next meetings**

Wednesday 18/01/2017 Bellmoor Pub 7pm to discuss Fashion show

Wednesday 18/10/2017 Library 7pm AGM