

Minutes of Ocean Academy's CPTA AGM held on 2 October 2019

In attendance: Helen Newey (Crafts Coordinator), Paula Bridges, Sharon Whyte (Events Coordinator), Jo Quarrie, Tara Wisely, Sacha Harris (Secretary), Kasia Wojewodka, Kerry Pocock (arrived at 16:40)

Apologies: Dawn Hart (Chair), Iain Murray (Treasurer), Sarah Murray (Minutes Secretary), Julie Reading (Vice Events Coordinator)

1. Welcome

Paula Bridges (PB) welcomed everyone to the AGM, thanked everyone for attending and gave a brief introduction to the CPTA.

2. Matters arising from previous AGM minutes

Copies of the previous AGM meeting held on the 27 September 2018 were available and it was concluded that there were no matters arising from them.

3. Chair's report for 2018/2019

A copy of the Chair's report was available to all at the meeting and PB and Helen Newey (HN) outlined the key points: total income (£11,802), total profit (£9,078), events organised, profit from each event and the items purchased. It was raised during summer fair discussions to remind Mr Tharme that he expressed an interest in making a 'Soak the Teacher' for Ocean. **Action: PB**

4. Treasurer's report

Unfortunately this wasn't accessible during the AGM. PB advised that this would be sent out with the minutes of today's AGM. **Action: PB**

5. Election of Committee members

PB advised that all current committee members have now stood down from their positions and asked if there was any interest in any of the roles (role descriptions were available). HN expressed an interest in the role of Chair who was nominated by Sharon Whyte (SW) and seconded by Jo Quarrie (JQ). Tara Wisely (TW) expressed interest in any role. She advised that she has experience with book keeping and was nominated for the Treasurer role by JQ and seconded by HN. The Secretary role is currently unfilled. TW expressed interest in this role, but it was felt that the Treasurer role would be enough and that for now the role should be advertised on the Ocean Academy Facebook Parent group, parents who have expressed an interest in the CPTA by completing a form should be contacted and Kerry Pocock (KP) should be asked. KP was asked when she joined the AGM who advised that she would take the position if needed (potentially with TW) but would like it advertised first. **Action: HN & PB – 3/10/19 Jessica Freeman became Secretary**

KP advised that two parents (Danielle and Kirstin) have expressed an interest in being involved and she will ask them if they would like to take on the role of Event Coordinator. **Action: KP**

Sasha Harris (SH) advised that she did not want to take on another role this year. Kasia Wojewodka (KW) advised that she would like to watch for now, but would be happy to help with events. PB advised that due to other commitments she would not like to take on a role but was happy to help with everything she can, like previous years.

6. Boo Bingo planning

Volunteers: It was asked who could help at Boo Bingo on the 16 October. We would definitely need two volunteers on food, two at the door checking people in, one selling raffle tickets and one selling bingo tickets. Julie Reading's (JR) mum will sell the bingo tickets and be the bingo caller. KW, TW, PB and HN can help set up and during. SH is available until 16:40 so can help with set up. Volunteer help should be asked for via the Facebook parent group. **Action: HN – Responses as of 3/10/19: Mander (and Teddy) can help set up and during. Emma Elton can help during.**

Food: Rolls should be bought from Iceland and Linda McCartney sausages should be used as the vegetarian option. TW will check partners stock. **Action: TW**

Tickets: A maximum of 160 adult tickets should be sold. HN has the admission tickets. Like last year, the admission tickets will be entered into a prize draw to win a pumpkin carved by Mr Broadbent. **Action: PB to get a pumpkin to Mr B.**

Raffle tickets: Raffle tickets to be found from shed and check there are enough for the event. **Action: HN**

Donations: Donations in exchange for mad hair on Friday 11 October. They can be kept in the meeting room. Prizes can be wrapped after school. Cellophane to be retrieved from shed to check there is enough. **Action: HN**

7. Christmas Fair & Elfridges

The date was set as Friday 6 December to be held after school. It was agreed that there should not be a bouncy castle this year. It would be best to use fewer classrooms and have more games/stalls in each and outside stall holders should not be used as they were not happy last year. We should consider selling tea, coffee, mulled wine and mince pies outside before the fair opens to the waiting parents etc. The same as last year will happen in that children in the classrooms downstairs will go upstairs during the afternoon to allow the setup to take place. **Action: JQ** A new date for the Christmas Fair banner needs to be bought. Approximate price for this is £15. **Action: PB** Santa's workshop worked really well last year in Mr Mullin's shed and would be good in there this year also. **Action: JQ to speak with Mr Mullins** PB mentioned it would be good if raffle prize donations could be thought about now. The letter for raffle prize donations to be produced and shared. **Action PB** SH will collate details of companies that have previously donated raffle prizes. **Action SH** It was agreed that we should try to get the advertising boards this year. SH advised that Frost & Co expressed interest last year in supplying advertising boards and to try them this year. **Action: SH**

Elfridges was explained and everyone was asked to keep an eye out for items – we can liaise about this through the chat. Items should be purchased for no more than £2 each and ideally will be worth more than the £3 we sell them for (by buying items in sales). TW's mum works in Cards Direct which has some nice items in their sale currently. TW's mum can also get discount. **Action: PB & TW to organise a time to go and buy items**

8. Other business

HN has received information from Xmas4schools cards which is a fundraiser where children can design their own cards. The information has been given out to each class. Some classes have handed them out to parents and some are waiting for the children to design them in school time before going home.

PB mentioned a huge thank you to Dawn Hart for all of her hard work and effort as Chair during the last year. She will be sadly missed along with the parents of last year's year 6 pupils. Thank you everyone.

New elected members will need access to the Ocean CPTA Dropbox. **Action: PB**

New messenger chats need creating for event planning and official roles 2019/2020. **Action: PB & HN**