

## Parents & Friends of St Francis School – AGM

19 January 2016

**Attendees:** Ana Andrade, Michelle Baillie, Karen Davies, Leeann Dunlevy, Adele Gammarano, Lindsey Hazell, Ingrid Hollan-Ellidge, Marcia Powell, Alex Stimpson, Hayley Wadie, Denisa White.

**Apologies:** Jo Doyle, Helen Gledhill, Nicky Kennedy, Kelly Power, Debra Turner, David Willis, Amanda Young.

	Item	Action
1.	<b>Introductions.</b> Leeann Dunlevy (LD) welcomed everyone and new attendees.	
2.	<b>Treasurers Report.</b> Marcia Powell (MP) gave overview of finances and current balance of PFA account [Available on request]. Main spends in last year were reception book bags, cameras for classes, and bike shed in addition to ad hoc support for school such as Christmas lunch. Choir t-shirts agreed but not purchased yet. Christmas Fair was biggest income generator – most successful ever.	
3.	<b>Chair's Report.</b> Special thanks to Ana Andrade (AA) for the creation of termly PFA newsletter which has been well received. An incredible number of activities were put on and/or supported by the PFA this last year, more than ever before. Included attending new parents meetings and coffee morning. Acknowledgment of number of ticket sale events supported by PFA by small number of people. However, support for events has been difficult and puts extra strain on the core team of LD, MP, AA, Jo Doyle and Nicky Kennedy. Not sustainable long-term. <b>Recruitment of new members needed.</b> Facebook group following is steadily growing. To be promoted to reception parents in newsletter. [Available on request]	Hayley Wadie
4.	<b>Funding requests from Mrs Turner.</b> Supplied pre-meeting. Unanimous agreement to book zappers and outdoor gym equipment. Hayley Wadie supported book zappers, highlighting possible link to assessment systems and better tracking of which books children are taking home. LD to query timing of 'official' gazebo opening and the plaque crediting PFA support and also whether plaque could be added to gym equipment. Grant of £1,500 agreed for Mrs Turner (DT) to spend on activities in accordance with PFA constitution without needing individual PFA approval. To be reported back at next AGM. MP to arrange transfer of funds.	Leeann Dunlevy Debra Turner Marcia Powell
5.	<b>Re-election of committee.</b> The following people were nominated and seconded: Ana Andrade, Michelle Baillie, Lindsey Hazell, Ingrid Hollan-Ellidge, Marcia Powell, Alex Stimpson and Denisa White. Leeann Dunlevy has stepped down but will remain active member of PFA. Kelly Power cannot be re-elected as was not present at meeting. <b>Post meeting note Kelly Power would like to continue as committee member for this year.</b>	

6.	<p><b>Election of officers.</b> All officers stood down. No nominees for Chair, Treasurer or Secretary role. LD to speak to DT re promotion to the school community – committee required for continuation of PFA.</p>	Leeann Dunlevy
7.	<p><b>Approval of new constitution.</b> All committee members agreed the new constitution, pending change to clause 3.4. LD to ask Nicky Kennedy to update. <b>Available on request.</b></p>	Leeann Dunlevy
8.	<p><b>Wish list.</b> Prior to planning any events, an outline of a school wish list is required. Karen Davies to speak to Mrs Turner.</p>	
9.	<p><b>Events.</b> Unanimously agreed that pending support the PFA would like to host this year: * Film night * Disco for KS1 and disco for KS2 * Summer Family BBQ * Ice lolly Fridays (this relied on LD and Michelle Baillie predominantly to run, plus helpers – requires additional support and project management this year).</p>	Karen Davies
10.	<p><b>AOB</b> <b>Recruitment:</b> AA suggested gaining PFA member testimonials to encourage new members – could be included on Facebook and in newsletters <b>Graduation book:</b> AA and NK to meet with year 6 pupils to find out what they would like. Information to be gained via School Council or House Captains? NK has drafted letter for parents. Karen Davies to speak to year 6 staff. To be made clear it's 1 copy per child @ £9.99 each. <b>Hoodies:</b> LD to ask Governors who is funding hoodies this year – will decide if PFA can fund graduation book. Key: Karen Davies to confirm with Mrs Turner if PFA is to retain cupboard (if not where is contents to be moved to) and also if a second key is possible.</p>	Ana Andrade  Ana Andrade Nicky Kennedy Karen Davies  Leeann Dunlevy  Karen Davies
11.	<p><b>Date of next meeting:</b> TBC pending outcome of LD's chat with Mrs Turner re PFA officer recruitment.</p>	Leeann Dunlevy
12.	<p><b>Thanks for coming</b></p>	