

Friends of Tottenham and St. Michael at Bowes School Association – FOTSA
Parent and Teacher Association (PTA)
Registered Charity No. 1176088
2018 ANNUAL GENERAL MEETING 1st November 2018

Minutes

Attendees:

Teachers:

Sian Mainwaring (Tottenham)

Maria Jay, Johanna Levison, Debbie Butcher (SMAB)

Parents:

Claire, Amy, Caroline, Houzla, Kyria, Bozena, Dawn and Gentjana

Apologies: Suzie, Natalie, Aimee

Ordinary Business

- 1) **Welcome and Introductions:** All attendees introduced themselves and apologies for absence were noted
- 2) **Minutes** of the last Annual General Meeting held on 29/09/2017 and subsequent Extraordinary General Meeting held on 3/11/2017 were reviewed, and all agreed that they were an accurate record. Claire and Amy summarised for new members the process of charity registration and the requirements of trustees (i.e. to record meeting minutes and to submit annual accounts to the Charity commission)
- 3) **Chair's Report for 2017/2018.** Claire summarised events held in the last 12 months including a Christmas disco at Tottenham, the Quiz night and summer fair. There was also discussion around non-event ideas and initiatives for fundraising e.g. Easyfundraising, Stick-Ons and Happy Bags.

ACTIONS:

Debbie – will find out more about Stick-Ons via her son's primary school PTA and report back

Claire – Will send some posters / flyers to schools to promote Easy-fundraising

Claire – will check the Happy bag collection dates and circulate them

All – to think about other potential non-event options for fundraising and feed-back next meeting

- 4) **Treasurer's Report for the year ending August 2018.** Amy gave a brief overview of the money raised and what funds had been spent on by the 2 schools. The accounts will need to be double checked with the school's office managers to accuracy then can be submitted to the Charity commission.

ACTIONS:

Amy – to speak to SMAB and Tottenham offices and then submit the accounts to the CC once finalised

5) **Election of Officers and Trustees of the Committee for 2018/2019;**

Claire (Chair) and Amy (Treasurer) stated that they would be stepping down from their current roles and asked for attendees to propose themselves or others to take up the roles:

- **Amy** nominated herself to take over as Chair of FOTSA for the coming year. Her nomination was approved by all attendees.
- **Bozena** – was proposed by Amy as the new treasurer as she has accountancy and book-keeping skills. Bozena accepted the nomination and was approved by all attendees.

- **Caroline, Houzla and Kyria** – proposed that they share the 2 roles of Deputy Chair and Secretary. Again this proposal was approved by all attendees.
- **Amy and Claire** will continue as trustees of the FOTSA charity for the time being, along with **Sian and Johanna** (representing the 2 schools).

ACTIONS:

Amy and Claire– to handover any relevant / helpful paperwork to the new Chair and Treasurer

6) **Summer Fair** –

- We agreed a date of **Saturday 22/6/2019** for the joint schools summer fair. All agreed that there is no reason to delay contacting potential sponsors etc sooner rather than later. Also agreed to have a separate meeting to discuss Summer Fair ideas and plans in the near future

7) **Other Events for 2018/2019:**

- **Tottenham Christmas Disco:** Friday 14th December (we didn't agree a time but in the past this has been 3.30-5.00pm) Volunteers will be needed to help Sian to run and organise this.
- **Quiz night:** the committee are keen to hold this again and will prioritise the planning at the next meeting. All agreed to push the date for this back to late feb / early March
- We also discussed FOTSA having a bigger presence at pre-planned events in schools e.g. parent consultation evenings, shows, new parent induction / transition meetings (for new reception and Y3 parents). FOTSA team could be serving refreshments, or just promoting events and initiatives

ACTIONS:

New committee– to set dates / organize helpers as needed

Amy – to obtain dates for school events evenings through the year to discuss at next meeting

8) **Potential objectives for the current year**

There was some discussion around improving communications about the PTA and engagement from parents. There are options e.g. Classlist, Facebook group and WhatsApp groups – all have some advantages and limitations. The new committee will try to encourage wider groups of parents to sign up to the Facebook group as it was felt that many parents / carers will already have Facebook accounts. The FOTSA committee will continue to use a WhatsApp group to communicate within the committee member.

We also discussed class reps or year-group reps. Between the attendees we cover all year groups and so as a start can act in this role, to try to encourage other parents / carers within each year group to take a more active role in FOTSA activities and to raise the profile of FOTSA across the schools.

ACTIONS:

New committee– to promote Facebook group

Claire– to set up Amy and Caroline as admins for the Facebook Group and add new members to the FOTSA WhatsApp group

9) **Potential spending for the current year**

- Tottenham confirmed coach hire for school trips will still be a priority. Other discussions on spending were postponed in the interests of time

10) No other business discussed

11) **Next ordinary FOTSA meeting** - agreed as evening of **Thursday 22nd Nov** (venue tbc)

12) **Next FOTSA AGM meeting** – date not confirmed but should take place in the first half term of the 2019-20 school year.