**2nd October 2019 Harting Primary School PTFA AGM White Hart, 7pm**

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| Apologies: | Victoria Warrender | Attendees: | Kate Grocott |
|  | Sue Palmer |  | Fiona Mullett |
|  | Lyndsay Bhattercharjee |  | Kirsty Davey |
|  | Sarah McLauchlan |  | Ruth Gibbons |
|  | Miranda Sanders |  | Jacs xx |
|  | Alice Stileman |  | Elle Potts |
|  | Marylou Thistleton-Smith |  | Marie Perry |
|  | Lucy Crabtree |  | Tamara Millard-Beer |
|  | Gill Bruce |  |  |
|  | Frances Horgan |  |  |
|  | Ellie Barnett |  |  |
|  | Emilia Kalebka |  |  |
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**Chair's report 2018-2019**

Kate welcomed everyone and thanked the PTFA for all their tremendous support over the past year. This has ranged from leading activities entirely focused on fundraising for the school - such as cake sales, Gift & Wrap, Christmas cards, the school disco and second-hand clothes sale - to supporting school-led events through the Sports Day tea and the raffles and bar at both the school production and Harting's Got Talent. The funds raised through these activities topped up the existing funds sufficiently so the PTFA were able to buy the school a new sound system, new reading scheme, playground equipment, branded sports kits for inter-school matches and pay for the children to have a pantomime in January.

Harting Festivities responded to the PTFA request for £1,000 towards new technology for the school by generously donating the full amount! It will be good to see the children benefit from the additional technology this year.

The PTFA also provided support for the school through non-fundraising activities such as Operation Christmas Child, the Christmas Lunch and carol singing with the Salvation Army, as well as memorable activities for the Y6 leavers.

Kate is delighted to now pass the reins to Michelle Carters very capable hands and look forward to supporting her as the new Chair.

Mrs Mullett also took the opportunity to thank Kate Grocott for stepping into the role of Chair for the PTFA in March 2018 and providing ongoing support and commitment to the school over the past few years.

**Accounts 2018-2019**

Expenses:

Thanks to a number of years of very successful fundraising this year the PTFA contributed almost £4000 to the school in various ways, including a new sound system, new reading books, much needed PE kit and paying for the annual pantomime.

Fundraising:

It has been a steady year, but with every event organised making a profit. Cake sales remain a very lucrative way of making money. Due to a brilliant effort in keeping the expenses down the Gift and Wrap made an incredible £266. Other notable events included the second-hand clothes sale with a profit of £165. The bar at both Harting’s Got Talent and the Production took a lot on the night, but the profits for these events look less as the expenses were carried over from last year and were over £260.

Some events made less money but are very popular with both children and parents – such as the Disco.

The Christmas Cards were a new fundraiser for this year, and whilst the profit wasn’t huge (£93), they seemed popular so may be worth repeating.

In total £1264.59 profit was raised.

The Harting Festivities committee very generously donated £500 from 2018 (after an appeal that we had been overlooked) and £1000 this year.

The closing balance on the account for Sept 2019 is £5149.43

The PTFA will continue to build upon this solid foundation for 2019/20, focusing on the activities and events which are proven to be successful in terms of revenue generation and overall enjoyment and fun experienced by the children and parents.

**Committee changes**

* **PTFA members leaving**

Kate Grocott thanked Sarah Conlon, Sarah McLauchlan and Mary-Lou Thistleton-Smith for all their hard work and support as a class reps.

* **PTFA members appointed / continuing in their roles**

**Chair:** Michelle Carter (Nominated: Kate Grocott; Seconded: Kirsty Davey)

**Treasurer:** Lucy Crabtree

**Secretary:** Tamara Millard-Beer

**Class reps:** **Beacon** – Kate Grocott and Kirsty Davey

 **Torberry** – Elle Potts and Michelle Carter

 **Downlands** – Victoria Warrender and Tamara Millard-Beer

**Warren** – Jacs xxx and Claire Dymock

**Rother** – Ruth Gibbons (Nominated by Tamara Millard-Beer; seconded by Michelle Carter) and Marie Perry (Nominated by Kirsty Davey; Seconded by Elle Potts)

**Upcoming events**

**Autumn Term** (5/9/18 – 20/12/18; half term 25/10/18 – 04/11/18)

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| **Date** | **Activity** | **Details** |
| Before Half term | Christmas Cards | Lead: Lucy Crabtree. Supported by class reps. Detail to follow to parents. |
| 09/10/19 | Open Morning | Leads: Michelle Carter and Kirsty Davey (provide coffee kit). Cakes to be made |
| 22/11/19 | Cake Sale | Lead: Beacon |
| 29/11/19 | Pamper Evening5pm – 7.30pm | Lead: Marie PerryMarie to contact and confirm participants to exhibit at the eventJacs to create posters w/c 14/10 to promote the eventBar – to be managed by Ruth, Kirsty and MichellePlanning meeting – 2pm on 14/10 at The White HartDonation buckets required |
| 30/11/18 | Operation Christmas Child | Lead: Marylou Thistleton-Smith. As many PTFA members as possible to support. No fundraising for school |
| TBD | Christmas Lunch | Lead: Gill BruceDate to be confirmed by Chartwells. Need 5-7 PTFA members to help decorate hall and serve lunch. No fundraising for school |
| 13/12/18 | Gift & Wrap | Lead: Tamara Millard-BeerNeed as many PTFA members as possible to help. TMB to nominate core team. IKEA shopping date tbc.Michelle to source recyclable wrapping paper |
| 17/12/18 | Carol Singing | Leads: Michelle Carter, Kirsty Davey and Ruth GibbonsNeed 3-4 PTFA members to help serve hot punch /hot chocolate & mince pies. Proceeds shared with Salvation Army |

**NB** The Nativity will be held at the Roundhouse (date tbc) but Mrs M would prefer that the PTFA does not provide hot chocolate this year. Homemade biscuits to be provided after the nativity (Michelle Carter and Elle Potts to provide)

**Date for next meeting**

Monday 11th November, 9am, School foyer

**AOB**

* PTFA Message – Michelle to draft and send a message to all parents via WhatsApp to encourage additional members to join the PTFA and database of contacts to assist with events
* Encyclopaedia Britannica – Mrs Mullet to look into costs for the online Encyclopaedia (key fundraising purchase for this year)
* Easy fundraising – Lucy Crabtree to check and update accounts to include any Easy Fundraising contributions
* Eco friendly materials – Michelle Carter is keen to encourage the use recyclable and eco-friendly materials such as compostable sellotape, recyclable wrapping paper and disposable cups