

**MARLBOROUGH SCHOOL PTA  
ANNUAL GENERAL MEETING  
and  
PTA MEETING  
18th November 2014 at 7.30pm**

**Present:** Jo Pritchard, Hilary Carson, Jane Sullivan, Jill Greenwood, Annie Thomson (part-time), Julie Raynes, Mandy Tagg, Alison Reynolds, Sara Benn, Jane Braisher, Rebecca Pooley, Jacquie Sheppard

**Apologies:** Nikki Oliver, Patrick Agbanyo

<b>Agenda</b>	<b>Action</b>
<p><b>Chair and Treasurer's Reports</b></p> <p>The Chair's and Treasurer's reports were read out and copies circulated to those attending. Copies will be posted on the PTA pages of the school website.</p> <p>JS noted that the Charities Commission website states that charities with less than £25,000 turnover do not need audited accounts. However she will have the accounts reviewed by Sandy Bell, an accountant who is also the parent of a recent Marlborough student, to ensure reasonableness.</p> <p>HC queried why the proceeds of the Half Marathon cheque did not appear on the accounts. AR will check, but felt that it was probably included in income from various small events. This has subsequently been corrected by AR.</p> <p><b>Election of office holders</b></p> <p>JS announced that AR would be standing down as Treasurer and she thanked Ali for her contribution to the running of the PTA.</p> <p>JS reminded the committee that new signatories would need to be registered with HSBC. Cheque signing authority should be given JS, JB and SB.</p> <p>The elected office holders are as follows: Secretary – Sara Benn (unopposed), proposed JP, seconded CL Treasurer – Jane Braisher proposed JS, seconded AR Chair – Jane Sullivan agreed to stand again to provide continuity (unopposed). Thank you, Jane.</p> <p>Minute Taker - Unfortunately Nikki Oliver could not attend the meeting but it is hoped that she is happy to continue with this important role.</p>	<p>OW</p> <p>JS</p> <p>AR</p> <p>AR/JS /JP</p>
<p><b>Charity status</b></p> <p>AR reported that she has supplied the Charity Commission with this year's accounts and the PTA's charity status should now be reinstated..</p>	
<p><b>PTA Insurance</b></p> <p>The PTA PLI insurance is due for renewal on 31 December 2014. AR will inform PTA-UK of JB's address for future correspondence.</p>	<p>AR</p>
<p><b>Matters arising – AGM</b></p>	

There were no matters arising from the previous AGM.	
The AGM closed at 7:55 p.m. and was followed by the regular PTA meeting.	
<b>Matters arising from the last meeting</b> There were no matters arising from the previous AGM.	
<b>Review any requests for funding</b> <i>Digital readout for lathes (£450) for DT Resistant Materials</i> - unanimously approved.	
<i>OHPs</i> - for transfer of pictures onto canvas or paper. OW volunteered to check the school site for redundant OHPs and subsequently sourced several for use by DT. Well done, Ollie. <b>Not required.</b>	
<i>Materials for curtains and staging (£340) for Drama</i> - . JS asked about the staging the PTA funded in 2013 and OW confirmed that this was being put to good use in the Drama room and the extra staging was needed for Field Studies Centre where additional workshops are being held. <b>Approved</b>	
<i>The Punctuation Show (£600) for Literacy</i> - we agreed to fund two shows. One for Yrs 7 and 8 and one for Year 11 (GCSE show). <b>Approved</b>	
<i>Duke of Edinburgh equipment</i> - It was believed that the cost of equipment was covered by a £200 per head subscription for DoE students. An email sent to DoE parents was read out which confirmed that this was correct. <b>Not required</b>	
<i>M Festival 6</i> - JS reminded the meeting that approx £3,500 needs to be set aside for upfront expenditure relating to next year's music festival.	
<b>Review of recent events</b> <i>Rocktober - 11<sup>th</sup> October</i> A successful and enjoyable but nerve-wracking event due to the low numbers of online bookers which made it difficult to estimate the catering requirements. It was noted that there were very few new parents and that the majority of attendees were dedicated followers of Ostinato, past students and PTA helpers. It was suggested that the additional cost of childcare may have put off some Yr 7 and 8 parents.	
<i>Second-hand uniform sale - 11<sup>th</sup> October</i> Another successful sale. SB reported that around £800 had been raised this year and that a more suitable space needed to be found for storing coats and blazers. AT suggested that the caretaker's cottage might be available for storage for a limited amount of time.  New date needed for website.	AT  SB/OW
<b>Upcoming Events</b> <i>Christmas Fair – Thursday 18<sup>th</sup> December</i> JR to ask for volunteers to help at the fair and JS would have a note put into the next newsletter.	JR/JS
<i>Christmas Quiz</i> SB will look at the CD with a view to having 200 copies of the quiz to be printed and given to school reception to sell.	SB
<i>Quiz Night – 6<sup>th</sup> March 2015</i> SB agreed to set the quiz. Fish and chip supper: prices to be investigated. Helpers will be needed on the night. JP agreed to apply for the alcohol license.	SB JP

<p><b>Car boot – 22 March 2015 (proposed)</b> Pascal Hall, the canteen and car parks need to be booked with Lettings. JS to check that the site is available prior to advertising being placed on various websites and magazines.</p>	JS
<p><b>St Albans Half Marathon – 14 June 2015</b> HC will pass on all relevant information to Julie and inform the Council.</p>	HC/JR
<p><b>M Festival – 11th July 2015</b> The first meeting is set for 4<sup>th</sup> December at 7pm. Interested helpers welcome.</p>	RS
<p><b>Other fundraising suggestions:</b></p> <p><b>Christmas disco</b> It was decided that it was too late to organise for this year, and also we would need the support of the Year 7 and 8 form tutors on the night to ensure the success of the event.</p>	
<p><b>Santa Float</b> It was decided that we would decline any offer to participate this year.</p>	
<p><b>Stargazing evening</b> AT to speak to Dr Beck with a view to running as a school event supported by the PTA.</p>	AT
<p><b>Ball</b> To be decided at next meeting. NO to speak to The Noke about availability.</p>	NO
<p><b>AOB</b> OW to set up a Dropbox account for the PTA to use for sharing useful files and documents.</p>	OW
<p>In NO's absence JP reminded the meeting that a number of PTA parents had expressed a wish to raise funds for a specific project, that being the provision of a sixth-form common room where students could socialise outside of lessons. AT would be consulted at the next meeting.</p>	JP/NO /AT
<p>It was noted that despite numerous attempts to contact the winners there are three unclaimed raffle prizes still in our possession: Two football tables and a Coolpix camera and digital photo frame which can be offered again at the next raffle.</p>	
<p><b>Next meeting</b> The next PTA meeting will be held on Tuesday, 13 January 2013 at 7:30 p.m. The meeting closed at 9:05 p.m.</p>	