



MINUTES OF THE PTA AGM
RAF BENSON COMMUNITY PRIMARY SCHOOL
WEDNESDAY 9th October 2019

PRESENT

Lyndsey Stanford	Chairperson (LS)
Leanne Minns	Deputy Treasurer (LM)
Debbie Watson	Secretary (DW)
Mrs Fawdry	
Tim Thorpe	
Bethany Webster	
Jon Purchase	
Amy Laker	
Gemma Jones	

APOLOGIES

Annette Martin, Tara Branston, Alison MacGillvray and Nikki Bell

CHAIRPERSONS WELCOME

Lyndsey welcomed everyone and reviewed outstanding matters from last years AGM minutes:

- Leanne has received monies owed
- Audit of accounts is still outstanding but due to be done after AGM

Mrs Fawdry thanked present committee members on behalf of the school.

TREASURERS REPORT FOR THE YEAR ENDING 8th September 2019

Income and expenditure for year 2018/2019:

Accounts 2018/2019	Income	Expenditure	NET
Bank Interest	12.50	10.00	2.50
October Disco	456.42	310.03	146.39
Christmas Fair	3411.24	720.05	2691.19
Nativity Refreshments	64.76	30.05	34.71
February Disco	453.60	186.19	267.41
Bouncy Castle	1100.00	331.88	768.12
Summer Fair	2002.07	0.00	2002.07
Year 3/4 Class Play	56.24	1.09	55.15
Bingo Night	302.95	40.60	262.35
Ice Cream Fridays	528.36	24.01	504.35
Cross Country	674.33	331.88	342.45
Christmas Cards	758.50	456.84	301.66
Memberships and Licences	0.00	277.00	-277.00
Capital Expenditure	0.00	0.00	0.00
Event Floats	2980.00	2940.00	40.00
TOTAL	12800.97	5659.62	7141.35

Payments to the School:

	Item	Payment
1	Space Dome KS1	£360.00
2	Playpod/Scrap Store	£800.00
3	Young Voices Coaches (November 2018)	£1600.00
4	Young Voices Coaches (Last Years chq 737)	£800.00
5	Easter Egg Competition	£30.00
6	Easter Bonnet/Decorating Competition	£17.60
7	Cross Country Trophies and Medals	£150.00
8	KS2 Bookclub/Book Donation	£400.00
9	Class Purse Top Up (November 2018)	£400.00
10	Book Fair (January 2018)	£60.00
11	AGM Nibbles	£14.10
12	OCC Hoodies and Pen Sets (17/18)	£358.05
13	OCC Puppet Show (17/18)	£400.00
14	OCC Art Week Pottery (17/18)	£600.00
15	OCC Tea Towels (17/18)	£362.50
16	Summer Fair Expenses 17/18 (L Minns)	£174.94
17	Playpod (17/18)	£800.00
	School Spend Total	£7327.19

Closing balance of Lloyds account 31st August 2019: £5329.85 and Petty Cash £50.00

- Agreed OC Accounts RAF Benson to be appointed as Independent Examiner to examine the accounts.

- It was agreed going forward a cover sheet would be used for all Bouncy Castle monies when handed into school to aid reconciliation (school happy to print these), to include:
 - Amount
 - Name of Hirer
 - Date of Hire

ELECTION OF COMMITTEE MEMBERS

- We had received 3 nominations:

Annette Martin – Deputy Chair

Leanne Minns – Treasurer

Jon Purchase – Chair

The committee voted and agreed on the following committee positions:

Chair – Jon Purchase

Deputy Chair – Annette Martin

Secretary – Debbie Watson

Deputy Secretary – Amy Laker

Treasurer – Leanne Minns

The Deputy Treasurers position is presently vacant but Tanya Wilson to be approached by Lyndsey Stanford.

- Amy Laker agreed to continue to manage the Bouncy Castle bookings. Bouncy castle safety check invoice from Summer 2019 still owing £72, agreed to be paid as soon as possible.

Chairpersons Close

