

Minutes of Annual General Meeting 2020 Monday 28 September 2020

	Description	Action arising
1	<p>Due to the government restrictions imposed as a result of the Covid pandemic the meeting took place virtually via an online platform.</p> <p>Welcome and introductions: President of the PTFA and Associate to the Principal & CEO of the Alpha Multi Academy Trust, Mrs Willa Jackson welcomed those in attendance.</p>	
2	<p>Apologies for absence There were no apologies for absence received.</p>	
3	<p>Agreeing Minutes of Previous AGM Minutes of the previous Annual General Meeting held on 20 May 2019 were formally agreed.</p>	None
4	<p>Review of actions from previous Annual General Meeting There were no outstanding actions from the previous Annual General Meeting.</p> <p>It was suggested and agreed by those present, that the PTFA AGM should always take place in September rather than May, as this allows for a review of activities for the whole of the previous academic year.</p>	Future PTFA AGM to be moved to September of each year.
5	<p>Chair's Annual Report – Mrs Agness O'Brien</p> <p>Since the last AGM in May 2019 the CCHSG PTFA have organised a number of very popular social events, contributing to the CCHSG community and also raised a significant amount towards the purchase of student resources. Events originally planned for the Spring and Summer term had to be cancelled due to the pandemic, however we moved our focus to providing support in other ways. The PTFA donated 150 masks and visors for staff and vulnerable students at the school and we have also contributed a donation to the NHS charity and produced and donated PPE (scrubs and masks) for local hospitals.</p> <p>Summer Production: A Very Shakey Web Fest – 18/19 July 2019 – PTFA ran the Bar & Café.</p> <p>New Year 7 Welcome Party - Friday 4th October 2019</p>	

(Tickets, Raffle, Bar & Café) The PTFA organises this annual event to welcome the new Year 7 intake with a disco, party games & refreshments. In recent years we have also invited parents to pop in for refreshments during the Welcome Party to meet with other parents from their child's Year Group and meet the PTFA. This has proved to be a great way to foster a more vibrant parent community. It was pleasing to see that 136/160 students & 190 parents attended. There were 15 parents, 8 staff & 9 student helpers.

Annual Christmas Market - Saturday 1 December 2019

This was undoubtedly one of the biggest and best attended Christmas Markets ever held at CCHSG with 40 external stalls & 15 internal stalls. Amount raised included £500.00 sponsorship for advertising boards by Beresfords Estate Agents.

Christmas Concert: *Winter Rocks* 3/4 December 2019)

PTFA ran the Bar & Café.

Virtual Quiz Night hosted by Quizmaster Julian Roper (Tuesday 28 May 2020). When lockdown happened in March, the planned Quiz & Curry Night had to be cancelled but the PTFA switched to a Virtual Quiz Night. 17 teams took part in a very enjoyable evening and a total of £245.52 was raised (Less Stripe charges). £85.00 was donated to NHS England.

Second Hand Uniform Sales

Thanks to the support of PTFA volunteers running the sales and the generous donations from parents this initiative has proved a huge success. The sales not only benefit parents by reducing the cost of equipping students for school, but the profits generated go directly back into the purchase of school equipment for students. Some 150 families visited our July and September sales.

NO.	Events at which sales took place	AMOUNT RAISED (£)
1	New Year 7 Information Evening (September 2019 Intake) Tuesday 2 July 2019	1,655.25
2	Summer Production: <i>A Very Shakey Web Fest</i> Tuesday 2 July 2019	563.00
3	New Year 7 Welcome Party Friday 4 th October 2019	611.69
4	Annual Christmas Market Saturday 1 December 2019	149.78
5	Christmas Concert: <i>Winter Rocks</i> Tuesday 3 & Wednesday 4 December 2019	402.65
6	New Year 7 Parent Consultation Evening Tuesday 3 March & Thursday 12 March 2020	270.20
7	New Year 7 (2020 intake) & All Year Groups Uniform Sale Thursday 23 July, Friday 24 July, Saturday 25 July, Tuesday 1 September 2020	7086.77
Total raised		£10,739.34
NO.	Other Fundraising Initiatives	AMOUNT RAISED (£)
1	Easyfundraising	1,736.08
2	AmazonSmile	307.25
3	STIKIN Label Planet	87.99
4	Recycle4Charity (Injet Cartridges)	42.00
Total raised		£2,173.32

Treasurer's Report

NO	DESCRIPTION	AMOUNT RAISED
1	Balance of account as at last AGM (20 May 2019)	£16,404.39
2	Fundraising from 20 May 2019	
	1. Social Events	7,060.95
	2. Second Hand Uniform Sales	10,739.34
	3. Other Fundraising Initiatives	2,173.32
		£19,973.61
3	REMITTANCE - PTFA Termly Funding Bids	
	1. Public Speaking Debate	800.00
	2. Healthy Living Aprons	120.40
	3. Camera	125.91
	4. Garden Equipment	384.60
	5. Multimeter	209.30
	6. Ranging Pole	359.96
	7. Portable PA System	615.00
	8. PE Netball Jersey	651.61
	9. Jack Petchey Speaking Skills Workshops (Year 10)	1,180.00
	10. Teach Learn	4004.61
	11. French Books	420.27
	12. Roland Piano for Music Dept.	3,940.00
	13. PE Gym Equipment	4,978.18
	14. Latin Bid	187.00
	15. Modern Languages	942.55
		£18,919.39

6

NO.	DESCRIPTION	AMOUNT RAISED
	REMITTANCE – PTFA Events and Miscellaneous	
	1. Parentkind Yearly Subscription	122.00
	2. Sum-up Card- Reader	74.97
	3. PPE Visors (Agness)	500.00
	4. Plastic Hangers (Uniform Sale Misc)	9.26
	5. Wheelie Bin X2	111.98
	6. Lidded Bin X1	24.95
	7. Handy Reacher (To collect uniform from bin)	11.87
	8. Shelving for PTFA Cupboard	74.00
	9. Paypal (Uniform Rails & Covers)	272.74
	10. Year 7 Welcome Party DJ	200.00
	11. Year 7 Welcome Party Caterer 1 (Sandwich Bar)	320.00
	12. Year 7 Welcome Party Caterer 2 - Nikki's Kitchen	63.00
		£1784.77

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7	Acceptance of Annual Report & Financial Report - Accepted by the President and Chair													

8	<p>Election of Office Bearers for 2019/2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #ADD8E6; text-align: center;">Officers and Trustees</th> </tr> <tr> <th style="width: 33%;">Title</th> <th style="width: 33%;">Previous (2019/2020)</th> <th style="width: 33%;">Current (2020/2021)</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Mrs Agness O'Brien</td> <td>Mrs Agness O'Brien</td> </tr> <tr> <td>Vice Chair</td> <td>Mrs Ade Asemota</td> <td>Mrs Ade Asemota Mrs Sushma Manish</td> </tr> <tr> <td>Secretary</td> <td>Mrs Carol O'Neill</td> <td style="color: red;"><i>Pending</i></td> </tr> <tr> <td>Treasurer</td> <td>Mr Rouzbeh N. Elahi</td> <td>Mr Rouzbeh N. Elahi</td> </tr> <tr> <th colspan="3" style="background-color: #ADD8E6; text-align: center;">Committee Members</th> </tr> <tr> <th style="width: 33%;">Title</th> <th style="width: 33%;">Previous (2019/2020)</th> <th style="width: 33%;">Current (2020/2021)</th> </tr> <tr> <td>Communications</td> <td colspan="2" style="background-color: #D3D3D3;">This role is currently fulfilled by Ms Kate Stubbs, who is employed as Marketing & Communications Manager at CCHSG. She is not a member of the PTFA Committee.</td> </tr> <tr> <td>Recruitment</td> <td>Mr Mark Wicker</td> <td>Mrs Tolu Alalade</td> </tr> <tr> <td>PTFA Events <i>(support with organising aspects of PTFA Events)</i></td> <td>Mrs Comfort Zedomi</td> <td>Mrs Comfort Zedomi</td> </tr> <tr> <td>Second Hand Uniform <i>(organisation of sales)</i></td> <td>Mrs Sian Webster-Hirst</td> <td>Mrs Miranda White Mrs Kathryn Held</td> </tr> </tbody> </table> <p>We thank Mrs Sian Webster-Hirst, Mr Mark Wicker and Mrs Carol O'Neill, who stepped down this year, for all the work that they have done to support the PTFA during 2019/20.</p>		Officers and Trustees			Title	Previous (2019/2020)	Current (2020/2021)	Chair	Mrs Agness O'Brien	Mrs Agness O'Brien	Vice Chair	Mrs Ade Asemota	Mrs Ade Asemota Mrs Sushma Manish	Secretary	Mrs Carol O'Neill	<i>Pending</i>	Treasurer	Mr Rouzbeh N. Elahi	Mr Rouzbeh N. Elahi	Committee Members			Title	Previous (2019/2020)	Current (2020/2021)	Communications	This role is currently fulfilled by Ms Kate Stubbs, who is employed as Marketing & Communications Manager at CCHSG. She is not a member of the PTFA Committee.		Recruitment	Mr Mark Wicker	Mrs Tolu Alalade	PTFA Events <i>(support with organising aspects of PTFA Events)</i>	Mrs Comfort Zedomi	Mrs Comfort Zedomi	Second Hand Uniform <i>(organisation of sales)</i>	Mrs Sian Webster-Hirst	Mrs Miranda White Mrs Kathryn Held
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9	<p>Annual General Meeting ended and was followed by an Ordinary PTFA Meeting</p>																																					