



Minutes of

**New Islington Free School (NIFS)
Parent-Teacher-Association (PTA)**

First Annual General Meeting (AGM)

**15th March 2019,
NIFS School Hall, 5.30pm**

Present:

NIFS: Tabitha Smith (head teacher)

Parents: *Please note for GDPR initials only are shown, with an indication of mother/father*

AI (mother)
LZ (mother)
TM (father)
MS (father)
DS (father)
KR (mother)
GS (mother)
EM (mother)
FJ (mother)
MC (father)
AB (mother)
SB (father)
AW (father)
CB (father)
ND (father)
TM (father)
CM (mother)
MR (father)
MW (father)
JW (mother)
MR (mother)
KG (mother)
MP (father)
CM (mother)

Apologies:

ES (mother)

AGENDA

1. Introduction by Head Teacher

2. Proposals and election of key officers for the NIFS PTA committee

Chair
Vice Chair
Secretary
Treasurer

Mouli Rahman
Magesh Panchanathan
Claudia Mirazi
Kathryn Gulsever

3. Welcome to the new PTA: Chair

4. Adoption of Constitution: Chair

- What is a constitution?
- Why do we need one?
- Does this mean we are a charity?

5. Overview of how we will manage funds: Treasurer

- Who do funds belong to?
- Do we need a bank account?
- How will we keep parents informed?

6. Next steps / future PTA fundraising events: Secretary / HT

- Hardship fund
- Playground
- Sports kits
- Chickens
- Parental ideas
- Pupil ideas

1. Introduction by the Head Teacher

- Mrs Smith welcomed and thanked all parents for coming to the NIFS PTA's first AGM and thereby helping to make our PTA official.
- The role of our PTA is to raise funds to benefit the school and its pupils, to maximise the quality of their education and learning experience in school - but also to bring in a social aspect to school life by introducing fun activities involving parents and families.
- A group of dedicated parents have been meeting on one Friday a month since September 2018 and have helped facilitate 2 PTA Discos, a Christmas Fair, a book-sale and a Film Night event, raising just over £2,000 in total
- According to the national guidelines, an AGM has to be held once a year to update all parents on the PTA's activities, their outcomes and finances
- Today's AGM's purpose is to vote into position the key officers of the PTA committee: Chair, Vice Chair, Treasurer and Secretary
- Mrs Smith said thank you to Mouli Rahman, Magesh Panchanathan, Kathryn Gulsever and Claudia Mirazi for coming forward to fill these positions.
- Mrs Smith added an important note – that all parents are automatically members of the PTA and are very welcome to attend PTA meetings and be involved in facilitating PTA events
- The minutes of today's AGM will have official status and will be published; and the nomination and election of the key officers has to follow the formal procedure as stated in the national guidelines for PTA's (PARENTKIND).

2. Tabitha Smith (HT) facilitated the election process of each position for the NIFS PTA committee 'Nomination' and 'Seconding' was conducted by a show of hands.

Please note for GDPR initials only are shown, with an indication of mother/father

- Chair: Mouli Rahman**
1. Tabitha Smith 2. DS (father)
- Vice Chair: Magesh Panchanathan**
1. SB (father) 2. MS (father)
- Secretary: Claudia Mirazi**
1. AI (mother) 2. AW (father)

Treasurer: **Kathryn Gulsever**
 1. MR (father) 2. LZ (mother)

Objections: None.

3. Welcome to our new PTA – Chair (Mouli Rahman)

- Mouli said thank you for the votes and welcomed everyone to the new NIFS PTA.
- Mouli reminded parents that every parent is automatically a member of the PTA.
- The NIFS PTA will aim for high standards of transparency and make sure that ALL parents feel welcome
- There will be regular updates on the school website
- Following the PTA guidelines, it is necessary to register NIFS PTA as a charity with the Companies House, which means the PTA also requires a constitution
- NIFS PTA members have decided to adopt the **model constitution** provided by PARENTKIND, a national organisation for UK PTA's. The NIFS PTA is an official member of PARENTKIND.
- This model constitution is a standardized document suitable for any PTA in the UK, it is officially recognized by Companies House and entitles the NIFS PTA to complete a fast track registration with them, if adopted without changes
- A copy of the constitution will be published and accessible on the school website.

4. Overview of how we will manage the funds – Treasurer (Kathryn Gulsever)

- All funds raised by PTA events belong to the PTA
- Parents will be informed on how the funds will be spent
- After registration as a charity, the PTA will also open its own bank account and will then be eligible to apply for funding for activities/ projects or equipment for the school
- The NIFS PTA will give regular updates on the finances in meetings and also on the school website
- The PTA has raised £2,000 through previous events which has been donated to the school to cover the costs for the new playground development
- NIFS PTA accounts will have to be audited annually and will be separate from and not be accessible by the school but only the dedicated signatories of the NIFS PTA.

5. Next steps/ Future fundraising plans

- The next PTA event will be a Family chocolate BINGO event on Friday, 29th March 2019, 6-7.30pm.

- Some of the future PTA events will be trial events as this is our first year
- In the long run, the PTA is planning to also put on a few events that can be for parents only

What will the funds raised in future events be used for?

- As a general rule, children and parents have been and will continue to have an input on what the funds will be used for
- There is a “wish list” that has been developed by NIFS as a result of previous input:
 - Hardship fund (A fund that helps families who are struggling to meet their children’s basic needs, e.g. food and clothing)
 - Sports kits, including NIFS own football team uniform
 - Chickens/ chicken run in the school grounds for the children to learn about nature, keeping live stock, and looking after animals
 - Books/ library
 - Musical instruments

Final remarks

- All parents are encouraged to attend NIFS PTA meetings to have their say on the use of funds or help organise and run events
- PTA meetings are generally held on the first Friday every month at 4pm, dates are published in the school’s weekly newsletter
- NIFS PTA will also set up a dedicated e-mail address that parents can use to communicate in case they cannot attend PTA meetings
- All parents’ ideas are wanted and valued

Many thanks again to all parents for their support of the NIFS PTA and for attending this AGM to make our PTA official!