

**OLD HEATH SCHOOL ASSOCIATION**  
**MINUTES OF ANNUAL GENERAL MEETING**  
**HELD ON TUESDAY 13<sup>th</sup> SEPTEMBER 2010 at OLD HEATH COMMUNITY HALL**

**Present**

Meloria Saunders, Caroline Pitt, Jo Clarke, Karen Hawes, Sarah Spooner, Jo Chaplin, Geraldine Quinn, Natasha Leech, Philip Cook, Deborah Venables, Emily Cornell & Gail Collins.

**Apologies**

Jeremy Hallum, Hayley Pudney, Jackie Partner, Lorraine Ashurst, Penny Moye, David Moye, Michael Smither, Dominic Collins, Sarah Kempe & Andrea Devall.

**WELCOME**

Meloria welcomed everyone to the meeting and explained that the OHSA existed to raise funds for the school to buy items that were not paid for by other funds. She read out our object, that will be stated at the top of every agenda:

**“The object of the Old Heath School Association is to advance the education of pupils in the school by:  
a) developing effective relationships between the staff, parents and others associated with the school;  
b) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.”**

**SECRETARY’S REPORT**

Caroline gave a written explanation of several aspects of the running of the OHSA:

"The Old Heath School Association is a Parent Teacher Association and, as such, every parent/carer & staff member is a member of the OHSA.

The OHSA is a registered Charity and so is governed by it's Constitution and the Charities Act.

Charities must have a committee to run them. This should consist of a Chair, Vice Chair, Treasurer, Secretary and a committee of trustees. All these people must have their details registered with The Charities Commission.

All members of the OHSA can attend and vote at meetings, so it is not compulsory to be a named trustee. But the OHSA cannot remain a registered charity without named trustees.

You can view our Charity Registration details at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). Registration number is 1046675.

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The OHSA is a member of the National Confederation of Parent Teacher Associations (NCPTA). Our annual subscription buys us comprehensive insurance for all OHSA activities and a wealth of resources. You can access these resources on the NCPTA website, [www.ncpta.org.uk](http://www.ncpta.org.uk). You will need to register to view some of the content. For that you will need our membership number, which is 16835 (Old Heath Community Primary School).

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Our website is [www.ohsa.co.uk](http://www.ohsa.co.uk), where you will find a link to EVERYCLICK, a search engine where every search means a donation to the OHSA."

Caroline asked for everyone’s contact details and will send out minutes, notices & reminders by email. Copies of notices will be on the OHSA notice board and minutes will be on [www.ohsa.co.uk](http://www.ohsa.co.uk) Caroline can be contacted on [oldheathschoolassociation@googlemail.com](mailto:oldheathschoolassociation@googlemail.com).

## **MINUTES OF LAST MEETING and matters arising**

The minutes were agreed.

There was a discussion on how to get more people attending meetings and helping with fundraising.

Meloria and Jo Clarke will put a report in the school newsletter each month.

Jo Clarke and Natasha will complete the welcome pack and distribute.

Caroline will give Jo the contact details of committee members.

It was suggested we need at least one parent from each year on the OHSA committee.

## **CHAIR'S REPORT**

Meloria thanked everyone for their help over the last year, particularly the office holders.

## **TREASURER'S REPORT**

Karen presented written accounts to the meeting (copy attached).

Caroline will fill in the annual return to the Charities Commission with the income and expenditure for 2009/10.

Karen was disappointed with the amount raised and pointed out that there was too much expenditure.

This was discussed and it was decided that there was not enough planning and delegation when it came to researching purchases and ways to raise more money.

Karen will look into the claiming of Gift Aid.

## **ELECTION OF OFFICERS:**

		<b>PROPOSED BY</b>	<b>SECONDED BY</b>
<b>CHAIR</b>	Meloria Saunders	<i>Caroline Pitt</i>	<i>Emily Cornell</i>
<b>VICE CHAIR</b>	Joanne Clarke	<i>Gail Collins</i>	<i>Jo Chaplin</i>
<b>SECRETARY</b>	Caroline Pitt	<i>Jo Chaplin</i>	<i>Emily Cornell</i>
<b>TREASURER</b>	Karen Hawes	<i>Meloria Saunders</i>	<i>Deborah Venables</i>

Gail Collins, Sarah Spooner, Emily Cornell, Jo Chaplin & Hayley Pudney will be named Trustees.

## **EVENTS:**

There was a lively discussion on future events and it was thought best that at least one meeting be devoted solely to organising the next event and delegating the jobs.

It was asked if the OHSA could sell refreshments at the October Talent Show.

### **THURSDAY 21<sup>st</sup> OCTOBER - HALLOWEEN DISCO** from 18.00 to 19.30.

Meloria has booked disco.

The children are going to design a poster. Jo Clarke will give Hayley the details and she will ask teachers to set this as homework.

We will charge £2 entrance fee to all children over 2. Adults free.

**CHILDREN MUST BE ACCOMPANIED BY A PARENT/CARER AT ALL TIMES.**

Jo Clarke, Karen & Deborah will look into the prices of glow sticks and battery tea lights and buy them.

Deanie will buy some decent face paints.

Please bring any useful items to the next meeting. Deannie suggested make up brushes & sponges etc.

Details will be finalised at the next meeting.

### **SATURDAY 20<sup>th</sup> NOVEMBER - LAKESIDE COACH TRIP**

Letter will be going out on Tuesday 14<sup>th</sup> September.

### **FRIDAY 4<sup>th</sup> DECEMBER - CHRISTMAS BAZAAR** from 15.00 to 16.30

Gail's Dad has Santa Outfit.

FEBRUARY - VALENTINE'S DISCO

APRIL - EASTER EGG HUNT

**SATURDAY 25<sup>th</sup> JUNE 2011 - SUMMER FETE**

Jo Clarke will write inviting potential stalls and attractions.

JULY - SPORTS DAY & END OF YEAR CELEBRATION

Fundraising evenings such as Pampered Chef were suggested.

**WISH LIST**

Jeremy has asked for the OHSA to pay for Astro Turf outside Early Years and for work to be done on the Wildlife Garden.

**OTHER BUSINESS**

We were informed that the Pre School is no longer part of the school. The OHSA is willing to help the Pre School out financially but what are the legalities of this? Meloria will speak to Jeremy about where we stand on giving them money and asking them to help us with fundraising.

**Next Meeting**  
**WEDNESDAY 29<sup>th</sup> SEPTEMBER 2010 at 9am in school.**  
**This will be a HALLOWEEN planning meeting.**

OLD HEATH SCHOOL ASSOCIATION ACCOUNTS 2009/10

DATE	DESCRIPTION	INCOME	DESCRIPTION	EXPENDITURE	BALANCE
01/09/09	Balance B/fwd				2,391.93
24/09/09			Schoolyard - Fleeces	446.78	1,945.15
24/09/09			APC Clothing	228.55	1,716.60
25/09/09			Anglia Sports - PE Tops	120.00	1,596.60
27/10/09	Everyclick	2.60			1,599.20
30/10/09	FSI - Car Draw	47.60			1,646.80
11/11/09	Halloween Profit	233.46			1,880.26
11/11/09	Uniform Sales	284.31			2,164.57
26/11/09			Schoolyard - Uniform	297.08	1,867.49
07/12/09	Xmas Bazaar	760.00			2,627.49
14/12/09	Everyclick	4.55			2,632.04
08/12/09			Asda - Food Xmas	12.65	2,619.39
10/12/09			Tesco - Xmas Bazaar	28.58	2,590.81
08/02/10			Schoolyard - Uniform	267.68	2,323.13
10/02/10			NCPTA	97.00	2,226.13
16/02/10			Anglia Sports - T-Shirts	50.40	2,175.73
17/02/10			Hope Education	50.86	2,124.87
17/03/10			Embroidery Express	119.76	2,005.11
17/03/10			Baker Ross	16.95	1,988.16
17/03/10			Old Heath SchI - Playground	1,300.00	688.16
25/03/10			Old Heath Sch - White Boards	180.00	508.16
06/04/10	Easter Egg Hunt	170.25			678.41
07/05/10	Jewellery Collection	73.98			752.39
13/05/10			Schoolyard - Uniform	170.63	581.76
19/05/10			C Pitt - Re: CBC Drink License	21.00	560.76
20/05/10	Everyclick	4.03			564.79
17/06/10	Everyclick	1.60			566.39
21/06/10			Baker Ross	98.92	467.47
21/06/10	Summer Fete	1,374.60			1,842.07
05/07/10			Kids Kastle	150.00	1,692.07
08/07/10			Children with Leukaemia	925.00	767.07
14/07/10	Children with Leukaemia	1,849.75			2,616.82
19/07/10	Drinks - Re: Sports Day	45.50			2,665.08
19/07/10	Cake Sale from Fete	41.18			2,706.26
19/07/10	School Uniform	548.96			3,255.22
19/07/10	Everyclick	2.76			2,619.58
20/07/10			D.Byford & Sons	41.72	3,213.50
07/07/10			Tesco	18.00	3,195.50
06/08/10			Schoolyard	709.86	2,485.64
06/08/10			Anglia Sports - Shorts	103.25	2,382.39
06/08/10			Anglia Sports - T/Shirts	42.50	2,339.89
18/08/10	Everyclick	1.54			2,341.43

5446.67

5497.17