

**PTA AGM Meeting  
17 October 2022**

**Meeting Details:**

**Date:** 17 October 2022

**Time:** 18:00

**Location:** School Hall – in person meeting.

Present	Name	Initials	Position
Yes	Rachel Gonzalez	RG	Chair
Yes	Lorraine Firth	LF	Secretary
Yes	Ryan Bloomfield	RB	Treasurer
Yes	Tracy Eveleigh	TE	St Paul's SIMs Administrator
Yes	Michaela Olejarova	MO	EY/KS1 Representative
Apologies	Michelle Fyfe	MF	Out-going LKS2 Co-Representative
No	Laila Daoud	LD	Out-going LKS2 Co-Representative
Yes	Vicki Moran	VM	UKS2 Representative
Yes	Ellen McManus-Fry	EM-F	Parent/Trustee Nominee
Yes	Sophie Webb	SW	Parent
Yes	Damian Wong	DW	Parent

Item Number	Discussion Point
1	<p><b>Welcome, Apologies for Absence</b></p> <p>RG thanked everyone for their time and for coming along to the meeting.</p>
2	<p><b>Chairperson's Report</b></p> <p>RG Covered the Chair's Report which can be found in Appendix A.</p> <p><b>Aims of the PTA:</b></p> <ul style="list-style-type: none"> <li>• The PTA aims to be fair and transparent</li> <li>• The PTA aims to raise funds to advance the education of the children at the school</li> <li>• All teachers, staff and parents are members of the PTA but the Trustees are responsible for decision making.</li> <li>• The success of all of our events depends on volunteers and we would more parents to volunteer to help organise and run our events</li> </ul> <p><b>Highlights from the last year:</b></p> <ul style="list-style-type: none"> <li>• We have just over £11,000 in the bank that we need to spend.</li> <li>• £600 of this is to be spent on PE equipment after the success of the Sports Day Tea Tent.</li> <li>• Family Fun was a really fun event and a lot of money was raised on the day.</li> <li>• We ran a Jubilee celebration event.</li> <li>• We have an active school lottery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Money is being raised by Amazon Smile and Easy Fundraising but we need more parents to use these.</li> </ul> <p><b>Spending</b></p> <ul style="list-style-type: none"> <li>• We have not spent much this year.</li> <li>• We provided £5 towards the coaches for the educational trips for EY to Y4.</li> <li>• For Y5 the money was held over and spend this year on their coach for their PGL trip this year</li> <li>• For Y6 the money was used to fund the coach for their trip to Portsmouth.</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>• We are working on connecting with the wider community.</li> </ul>
3	<p><b>Treasurers Report</b></p> <p>The full account information can be found:</p> <p><b>Highlights include:</b></p> <ul style="list-style-type: none"> <li>• We had £5,321 in the account on 1<sup>st</sup> September 2021</li> <li>• We have raised £12,738</li> <li>• We have spent £6,082</li> </ul> <p><b>Main fundraising events for 2021-2022:</b></p> <ul style="list-style-type: none"> <li>• Christmas Raffle and Race to Lapland £1,263 profit</li> <li>• Sports Day tea tent £670 profit</li> <li>• Family Fun Day £6,084</li> <li>• Sponsorship £834</li> <li>• School Lottery £825</li> </ul> <p><b>Main expenses:</b></p> <ul style="list-style-type: none"> <li>• Contribution to coaches £1,715</li> <li>• Event expenses £3,552</li> <li>• Y6 hoodies £476</li> </ul> <p><b>Bank Account:</b></p> <ul style="list-style-type: none"> <li>• With limited spending this year the bank balance is a healthy £11,872.</li> </ul>
4a	<p><b>Review Nominations and Vote in PTA Trustees</b></p> <p><b>Chair:</b> Rachel Gonzalez  Nominated by: Rachel Gonzalez  Seconded by: Tracy Eveleigh</p> <p><b>Secretary:</b> Lorraine Firth  Nominated by: Lorraine Firth  Seconded by: Rachel Gonzalez</p> <p><b>Treasurer:</b> Ryan Bloomfield  Nominated by: Ryan Bloomfield  Seconded by: Rachel Gonzalez</p>

	<p><b>Teaching/Staff Representative:</b> Tracy Eveleigh Nominated by: Tracy Eveleigh Seconded by: Lorraine Firth</p> <p><b>FS/KS1 Parent Representative:</b> Ellen McManus-Fry Nominated by: Ellen McManus-Fry Seconded by: Rachel Gonzalez</p> <p><b>LKS2 Parent Representative:</b> Vicki Moran Nominated by: Vicki Moran Seconded by: Lorraine Firth</p> <p><b>UKS2Parent Representative:</b> Michaela Olejarova Nominated by: Michaela Olejarova Seconded by: Rachel Gonzalez</p> <p>All positions were voted on and agreed.</p> <p>The LKS2 Representative does not have child in that year group, but the Trustees with children in those year groups were already voted into other positions.</p> <p>No other parents from LKS2 came forward to be a Trustee. Cover for this group will be provided by a Trustee volunteer and by the Trustees who have children in those year groups who are in other positions.</p>
<p><b>4b</b></p>	<p><b>WhatsApp Group Cover</b></p> <p>We often send out reminders to parents via the year group WhatsApp groups these will be covered as follows:</p> <p>EY/FS2: Ellen Year 1: Michaela Olejarova Year 2: Vicki Moran and Rachel Gonzalez Year 3: Ryan Bloomfield Year 4: Lorraine Firth Year 5: tbc Year 6: Vicki Moran, Rachel Gonzalez and Michaela Olejarova</p> <p>There are no Trustees with a child in Year 5 so a parent who often helps to organise events will be asked to pass on information from the PTA.</p>
<p><b>5</b></p>	<p><b>School Funding</b></p> <p>The Chair reminded the group of the PTA constitutional requirement on spending which states that spending must meet the following criteria...</p> <p>The objectives of the Association shall be to advance the education of pupils in the School. In furtherance of this object the Association may:</p> <p>a) To foster a close relationship between the home and school, the parents, governors and all others associated with the school.</p> <p>b) To encourage and maintain an interest by the Association's members in all matters relating to education, and the general activities of the school and engage</p>

in activities which support the school and advance the education of pupils attending it.

c) Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine

### **Requests from the School**

#### **1 The PTA to cover the outstanding amount for the Jungle Book**

Performance as the school had not received enough in voluntary donations to cover this from parents.

This request was declined due to an initial request being sent out to parents and some parents had voluntarily made a donation for the performance so it was not considered to be fair on the parents who had paid.

#### **2 The PTA to cover the cost of the Year 6 Hoodies.**

This request was pushed to another for further discussion as it was unclear as to whether the spending on this area met the constitutional requirements for spending. The fundraising for this needs to be covered more fully at another meeting and with the school along with pushing the use of the clothing bin outside the school.

#### **3 PTA to make a donation towards the Y3/4 trip to Reading Museum.**

This request was declined due to an initial request being sent out to parents and some parents had voluntarily made a donation for the performance so it was not considered to be fair on the parents who had paid.

#### **4 Oliver Twist Performance for October 2023**

The school requested a donation on £850 to cover the costs of the performance. This was agreed as no voluntary donations have been requested from parents prior to the request being sent through.

#### **5 A donation to the Y5 and Y6 trip to Portsmouth.**

It was agreed that we would again donate £5 per child to help parents cover the cost of the trip.

This was agreed but will be extended to other year groups.

It was agreed that the PTA would again assist parents with the cost of one educational school trip for each year group given the current economic climate. The PTA will donate this again this year as we have the funds to do so. The PTA does not guarantee that this will be offered or available every year as it is entirely dependent on how much money the PTA has in bank accounts. This can only be paid where there is sufficient money to do so.

#### **6 Sports Day Spend from Mr Browne's Wish List**

Mr Browne has decided what he would like to purchase with the funds raised at the Sports Day refreshments stall.

The school is to order the equipment and the PTA will reimburse the school for the purchases.

#### **7 Wish Lists**

Teachers are being encouraged to create Wish Lists for items that they would like the PTA to fund. This is a work in progress and no items were ready to be out forward to the PTA at this meeting.

	<p><b>8 January Pantomime</b>  The PTA requested information on how the Pantomime in January 2023 would be funded and have offered to make a contribution to this as there are sufficient funds for this to be paid for this year by the PTA. It is not a guarantee that the PTA will provide this money each year, this is being offered only due to there being sufficient funds to do so.</p> <p><b>9 School Council Wish List</b>  The School Councillors were asked to produce a list of items that they would like the PTA to fund. RG ran through the list of requests which ranged from flower beds/pots through to a swimming pool. RG is to take the list to the school to decide which items are feasible and work out an order of priority and bring this back to the PTA.</p>
6	<p><b>Christmas Fair</b></p> <p><b>Date:</b> Saturday 3<sup>rd</sup> December.  <b>Time:</b> 12:00 (noon) to 16:00.</p> <p><b>Format:</b></p> <ul style="list-style-type: none"> <li>• Christmas Market feel to the event</li> <li>• Event to be mainly held outside with a small number of stalls inside</li> <li>• Activities to raise funds for the PTA will be in the copse</li> <li>• Santa's grotto will be in the copse</li> </ul> <p><b>Dress down days:</b></p> <ul style="list-style-type: none"> <li>• Dress down days with a donation for the sweet tombola and bottle tombola have been agreed with the school</li> <li>• Dress down day dates are on the newsletters so parents are aware of the dates</li> </ul> <p><b>Raffle:</b></p> <ul style="list-style-type: none"> <li>• The earlier the tickets are ordered, the cheaper they are.</li> <li>• VM to start to contact companies for donations</li> <li>• If anyone can help please do volunteer time or prizes</li> </ul> <p><b>Father Christmas:</b></p> <ul style="list-style-type: none"> <li>• Grotto will be in the copse</li> <li>• Set up a pre-booking system after school</li> <li>• Some slots will be set aside for parents who cannot be at pick-up</li> <li>• A local business has offered to sponsor the Santa Passes so we can give parents a paper card with the time slots written on.</li> <li>• Idea was floated to make the present a book rather than a selection box, RG is to check the suitability of the books for the older year groups.</li> <li>• Cost to see Santa is £3.50 a child which will include a craft activity that he children can do whilst they wait for their turn.</li> <li>• Need to check that the Santa Helpers are still available to help on the stall again this year.</li> <li>• LF to look for a backdrop for the gazebo.</li> </ul> <p><b>Food:</b></p> <ul style="list-style-type: none"> <li>• It is too cold for food to be cooked outside</li> </ul>

	<ul style="list-style-type: none"> <li>• Trying to get an external vendor to provide the food</li> <li>• RG to contact The Pantry to discuss the use of the kitchen cooking facilities.</li> <li>• Food to be items that are traditionally popular such as sausages, burgers, cakes and mince pies, final food offer to be decided at a further meeting.</li> </ul> <p><b>Slushy Machine:</b></p> <ul style="list-style-type: none"> <li>• The slushy machine was very popular at the Family Fun Night</li> <li>• We need to use smaller cups</li> <li>• The cost needs to be lowered from Family Fun Night</li> <li>• The machine needs to be set up and switched on at least 4 hours before the start of the event</li> <li>• We will use one flavour rather than 2 to make it easier to keep the slush frozen</li> <li>• The machine need to be refilled more frequently with smaller liquid amounts to make sure that we don't have to keep stopping the service.</li> </ul> <p><b>Tokens:</b></p> <ul style="list-style-type: none"> <li>• Tokens will be available for people to purchase again at this event,</li> <li>• The tokens will be pre-sold after school to keep the queues down on the day</li> <li>• Tokens can only be used for PTA run stalls</li> <li>• Need to make it clear which stalls will accept tokens as there will be more external vendors at this event.</li> </ul> <p><b>Elf Volunteers:</b></p> <ul style="list-style-type: none"> <li>• Year 6 students will be dressed as elves to act as guides to show people where the different activities and stalls are.</li> <li>• MO to make some basic elf costumes for the Year 6 volunteers to wear.</li> </ul>
7	<p><b>AOB</b></p> <p>No other business was raised.</p>
8	<p><b>Next Meeting.</b></p> <p><b>Date:</b> Monday 7<sup>th</sup> November  <b>Time:</b> 18:00  <b>Location:</b> Virtual meeting</p>

**Actions:**

**All**

To review the feedback from the summer Family Fun Night to see here we can incorporate this into the Christmas Fayre

Think of the types of food that should be offered at the Christmas Fayre.

Think about the stalls that we want to have to raise funds for the PTA.

**RG**

To discuss the suggestions from the school council with the school

To report back to the PTA trustees with agreed possible spending areas and priorities.

To contact The Panty regarding food for the Christmas fair.

To contact The Pantry regarding using the kitchens for cooking food for the Christmas Fair.

To contact grotto volunteers from previous years to see if they are happy to help again this year.

Loaded with external stall holders to get protected booked.

**LF**

Investigate backdrops for the grotto for pictures

**RB**

To confirm if The Pantry has sent over an invoice for the food for Family Fun.

To investigate business card sponsorship for the Santa passes.

**MO**

To ask a year 5 parent if they are happy to be the PTA representative on the Year 5 WhatsApp group.

To investigate options for the year 6 elf volunteer costumes.

To find volunteers to assist in decorating the copse

**TE**

To enquire if Christmas trees are suitable to use in the grotto area.

**VM**

To contact companies regarding raffle prizes.