



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of Annual General Meeting 28 November 2023

Present: Caroline Muir (CM), Rebecca Kelly (RK), Jenna Doyle (JD), Laura Foster- Westgarth (LFW), Lorna Miall (LM), Lucy Castleton (LC), Gemma Burgess (GB)(virtually).

Apologies: Alex Farrell, Daniella Rose, Shona Frost, Weike Enrika, Jessica Butterworth, Trishna Rycroft, Hayley Darby-Brown.

1. AGM Matters

(a) Treasurer's Report

LM reported on the year's incoming and outgoing funds and produced a full report.

The balance carried forward from 2021/22 as at 31 March 2022 was £4,442.44.

Monies received up to 31 March 2023 was £4,398.03.

Monies paid out during 31 March 2022 to 31 March 2023 was £1,074.99.

Net income during the year 2022 to 2023 was £3,323.04.

Income received was generated from the various events run by the PTA, the Big PTA Raffle, Easyfundraising, MICE Donation, Amazon Smile and interest.

Expenditure related to expenses incurred by PTA members in connection with the running of the PTA events (the summer and Christmas fairs), and Parent Kind Subscription. For full details see the Treasurer's Report. Freeze pop Friday was reported to be an excellent income generator!

Up to the date of the AGM, it was reported that we had received net income of £1,197.25 (monies in £2,830.44 less monies out of £1,633.19). This results in a balance of **£8,962.73** as at the date of the AGM.

We have endeavoured to move to a more 'cashless' payment model by purchasing 'tokens' which parents and carers purchase in advance or on the day, to use at the relevant event. We also have a contactless card reader for use at events. This cashless system was trialed at the summer fair and was a great success.

(b) Chairperson's Report

CM reported that it had been a good year, with many new parents getting involved in helping with PTA events.

We have reviewed and expanded the fundraising methods we use. This includes promotion of the School's Lottery, and identifying opportunities for community grants.

We've organised competitions for the children to get involved with (Valentine's Day, Halloween and Easter Egg competition). We had once again done Christmas cards through Xmas 4 Schools, and we are in the process of preparing the school "Tea Towels" as well (previously done three years ago).

We were able to mark the King's Coronation by purchasing each child a bookmark to commemorate the event.

Once again Freeze-pop Fridays proved a hit (as mentioned above). Despite being disrupted by strike action, the (postponed) summer fair, held in the Autumn term, proved a great success. This year we had (for the first time) a bouncy castle on the Green. We also had a good number of volunteers, including former pupils.

We have launched a PTA Facebook page, which is great for promoting the PTA events and reporting to parents on fundraising/

It was identified that we need to increase parent engagement. We also need to engage with school to identify where we can spend the funds raised for the benefit of the school. It was suggested we offer to pay for transport for school trips if the school has no specific spending requirements at present. CM is going to discuss with CW.

Future events for the following year will include a Family Bike event at the Brownlee Track and hopefully a return of the Parent's Quiz Night.

It was also noted that as the summer fair was postponed to the Autumn term, it was too intensive to try and run the Christmas fair. Instead we are going to try running a Christmas themed silent disco, with drinks, tombola, cake sale and raffle.

(c) Allocation of Roles

All parties stood down from their respective roles and as PTA Trustees.

- CM confirmed she was happy to continue as Chairperson, and her appointment was unanimously confirmed.
- AF has confirmed is happy to assume the role of Treasurer. Her appointment was unanimously confirmed, and LM is going to liaise with AF to transfer Treasurer duties by the end of the 23/24 school year.
- LFW confirmed she is happy to assume the role of Secretary in place of RK. Her appointment was confirmed and RK is to liaise with LFW to transfer Secretarial duties by the end of the 23/24 school year.

AF confirmed she was happy to be appointed as a Trustee. Her appointment was unanimously supported. CM, LFW, RK and LM confirmed they are happy to continue as Trustees (LM only until the end of the current school year). Their re-election was unanimously supported. The PTA Trustees are therefore CM, LFW, LM, RK, AF. LM will stand down as a Trustee at the end of this school year. Paperwork to be updated with the Charities Commission.

3. Christmas Silent Disco

The meeting discussed the upcoming Christmas Silent Disco. CM to organise headsets. RK to purchase drinks from Costco. Volunteers to be sourced and stalls allocated. RK will send the usual email to the PTA contact list to request volunteers.

Details of the Christmas Silent Disco planning are contained in a separate document.

4. Other proposed events for the forthcoming year:

Parent Quiz Night – Spring Term

Valentines competition

Family Bike Event – CM has booked the Brownlees Track in Adel.

Easter Egg Decorating competition

Cake Sales

Summer Fair

Tea Towels

Sports Day

Focus will be on providing more enrichment activities for the benefit of the children, families, and the wider community.

Next meeting

TBC

There was no further business and the meeting was closed.