AGM Minutes 01/11/2023

Apologies: Mark Ward, Julie-Ann Hughes, Louise Page.

Attendees:
- **PTA Committee:** Emma Coxon (Chair); Chris Pountney (Treasurer)
- **Teachers:** Janet McKinley (Head); Sarah Davies
- **Parents / Others:** Eleanor Fry, Natasha Spann, Caroline Stott, James Rivers, Colette Webster

Meeting held at St Mary's School; 01.11.2023; 6pm.

- Emma Coxon opened the meeting at 6pm and welcomed the attendees.
- Emma presented the Chair's report
- Chris presented the Treasurer's report, which included the accounts for the year to 1st September 2023.

The **2023 accounts were approved** by vote in the meeting, proposed by Chris Pountney and seconded by James Rivers (Charity Trustee).

Summary of previous year:

- PTA fundraising events raised £2,661 net of costs, a +38% increase on last year. Previous events income and expenses were discussed and will inform next year's events. Aim to use lessons learned in previous year to raise more in the coming year.
- Detailed breakdown of accounts discussed and approved for record.
- Many thanks to Theresa Kay and Jennie Proctor for all their hard work last year. Both wish to step down from their roles as Publicity Officer and Vice-Chair.
- Bank balance brought to lower level in the prior year to allow more funds to be released to school and were maintained through the current year in line with expectations. The PTA will aim to maintain bank balance at around £3,500 which allows healthy support of funding requests from the school through the year.

Election of committee members and year representatives:

During the year, Rob May announced his intention to resign from his role as Secretary and step back from PTA activity after several years of service in varied roles. In addition, Theresa Kay and Jennie Proctor confirmed their intention to stand down from their PTA committee roles as Publicity Officer and Vice Chair respectively at the AGM. This meant three PTA Committee roles were vacant, with Emma Coxon (Chair) and Chris Pountney (Treasurer) standing for re-election.

Nominations were approved for the following:

Committee:	Year Representatives:
Chair - Emma Coxon	Reception: Colette Webster
Vice Chair – Colette Webster	Year 1: Louise Page
Treasurer – Chris Pountney	Year 2: Emma Coxon
Secretary – Eleanor Fry	Year 3: Julie Ann
Publicity Officer – Caroline Stott	Year 4: Emma Coxon
	Year 5: Unconfirmed
	Year 6: Unconfirmed

Many thanks to all those who submitted forms offering to help volunteer!

Election of Charity Trustee:

During the year, Rob May had announced his intention to resign as a Trustee to the PTA Charity, following several years of service. This left the Charity with only one Trustee (James Rivers) and the Charity considers it appropriate that there should be two trustees in order to provide adequately independent control and governance.

Chris Pountney was elected to take on the role of Charity Trustee, proposed by James Rivers and Seconded by Emma Coxon.

Funding Decisions:

Y6 Leavers Gifts: School had requested funding support for the Y6 Leavers Gifts (£46.44). The PTA committee approved this funding

Discussion of fundraisers for the year ahead:

Charity shop: Theresa Kay is still covering but would like to step down, Caroline will investigate ways of making this run without the need for storage, if there is a less labour intensive way of getting items from seller to buyer, and if there are any suitable online payment methods.

Supermarket support: Approach home bargains to see if they run a similar charity scheme to the Tesco blue token scheme that the School benefited from previously.

Movie Nights: Dates pencilled in throughout year but November movie night may need to be pushed back as not much time to organise. Possibly find a different activity for years 5 and 6 who seem to lose interest towards the end. Possible suggestion- treasure hunt.

Discos: Dates pencilled in and confirmed with Theresa/Dolly Disco. Can utilise volunteer support for these. Split into KS1 and KS2. Dates agreed 29/11/23 and 15/2/24.

Christmas Carol/Fayre/Tree decorating: Held at church and parish centre as last year. Little Poppets would like a stall. Try to encourage other stall holders. PTA will do refreshments, grotto, toy sale, bottle tombola. Possibly use space outside for extra stalls, (may need to investigate if there's suitable lighting). Date agreed 17/12/23 4.00pm.

Nativity: Not as big as last year but PTA to provide refreshments for donations.

Ice Lollies: PTA to take over from mini vinnies and sell ice lollies after school each Friday during summer, Eleanor and Chris are able to support. May need a bigger coolbox. Freezer at school may be available for storage.

ParentKind: Raffle tickets under-utilised last year. Investigate setting up so that raffle revenue covers the cost of insurance.

Easter: Try to organise Easter event, easter egg donations, beetle game etc. Can be held at school.

Bingo: Try to put on a Bingo night, ?parents book a table? Can get bingo apps or borrow bingo machine from someone.

Luxury Ball for adults: Caroline will investigate, may take lots of organising and was suggested that it may need to be instead of summer fayre, but could bring in higher revenue.

Summer Fayre: No plans yet but intend to hold one. Will need to be more organised so that we can get alcohol license in time.

Rose Fete: Aim to increase presence at the fete with more stalls/activities.

Funds Donated to school:

School have used funds to:
- Provide £200 to each class for resources
- Invest in The Music For Life Roadshow visit at the school
- Replenish Ipad stocks
- Provide a replacement TV Screen in reception
- Provide new library books
- Y6 Leavers gifts

Plans for future Spending:

- Mrs McKinley has requested a fishtank for the main entrance. The cost would be £700 a year. Further discussion to be had.
- Ideas for spending to be sought from parents by class reps or survey monkey to encourage engagement and see if there are any popular themes.
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AOB:

Popcorn machine needs testing to see if it works

Next meeting:

TBC