

Meeting minutes AGM March 2022

Many thanks to the attendees

Martha, Annelies, Dawn, Andy, Jaqueline King, Mr Cauglin, Mr Strudwick, Mr Marsh. Lisa Sharp could not make this meeting and was missed, but it was lovely to see the other teachers there! Apologies from Melita and Louisa who were absent due to illness.

New trustees were voted in

We are excited to now formally introduce the new team, as voted in by proxy by Melita and Louisa and in person by Jaqueline King, Mr March, Mr Strudwick and Mr Caughlin. We did not receive any objections via email from parents.

- **Martha Mellors - Chair:** Martha will chair meetings, plan & delegate, help run events and monitor our Facebook account
- **Annelies Simon - Vice Chair:** Annelies will assist Martha with the above, design marketing materials, monitor email account and help run events
- **Dawn Farrow - Secretary:** Will set meeting agendas & take minutes, conduct event risk assessments and most importantly, research & set up grants.
- **Andy Bell - Treasurer:** Andy will manage the PTA accounts and ensure events are profitable.

A big thank you to Melita

We could not vote in a new team without reflecting upon all the hard work Melita has done over the years, helped also by Louisa. Both have now stepped back from the PTA but Melita continues to offer support where needed. We discussed organising a more personal thank you so teachers and parents can thank her in person for raising tens of thousands of pounds over 8 years.

Financial Information for Academic Year 20/21

Figures have been submitted to the Charity Commission as required each year. A full Treasurers report to date for 21/22 will be presented at the next PTA meeting"

Donations and Approvals

As approved in our last PTA Meeting and available on the website.

IT / Digital

We have committed to pay the school 8K per annum for Digital Classrooms

To date 21/03 we have paid £2500 of that commitment.

This leaves £5500.00 to pay before the end of the school year if possible through fundraising.

Topic Fund

Teachers can request up to £50 per term per class to enhance topic learning and this is pre-approved at the first meeting of 2022.

Wellbeing room

We committed to £1000 to reimburse the school for their investment in the wellbeing room and the final £500 will be paid from the funds raised on pancake day.

Mary's Garden

Mary's Garden still has £300 in the account from a dress down day which they can request as needed.

Buffer

We will aim to keep a buffer of at least £1000 in the account.

Current funds

At 21.3 the PTA had £2591 in the account

Summary as at 21.3

- £2591 in the account
- £7550 approx needed to cover commitments until the end of this school year and have a £1000 buffer

= roughly £5000 to make from events this term. We will check these numbers again with Andy to ensure we have enough income from our planned and approved events and present the results at our next meeting.

Fundraising and events

We went over planned events again and how much we expect them to raise:

- MARCH - Clubbing for parents - £800 (on track based on ticket sales)
- APRIL - Easter Egg Hunt + Cake Sale + Raffle + Stall - £800
- MAY - Quiz + raffle - £700
- MAY - Rag Bag - £300
- JUNE - Summer fair - £1500
- JULY - Mr Caughlin's sponsored walk - £1500
- DATE TBC - Break the rules day - £1000

TOTAL PROJECTED INCOME - £6600

Grants

Dawn has done extensive research already into grants and will continue to do so. These are a great way to bring larger sums of money into the school. We discussed the fact that reaching certain thresholds would trigger the need to audit accounts and Andy agreed to look into this.

Any other business

- Teachers need to be told about the new team so they know who to contact
- A date needs to be set for Melita to formally hand over the accounts - banking handover **in progress**
- We discussed a promo video to highlight underfunding and to act as an advert for the school which is in danger of becoming undersubscribed - a problem all local schools will face soon.
- Hannah, a year 1 parent, would like to create a mural for the reception and year 1 walls. The school is happy to go ahead and we will find ways to finance this, which will either be through a separate disco event, or via funds already raised.
- We discussed a fund for the leavers + changing hoody suppliers
- We discussed holding a film night with snacks in the future
- We discussed possibly selling bacon sarnies & refreshments at the sports day
- We discussed the PTA attending the new parents meeting