

# PTA AGM Meeting Minutes

Wednesday 17<sup>th</sup> November 2021 – 6pm – 7.30pm

Meeting held remotely due to Coronavirus

Meeting called by Andrea Pankiw

Type of meeting PTA AGM Meeting

Facilitator Andrea Pankiw

Note taker Andrea Pankiw

Timekeeper Andrea Pankiw

Attendees -Mr Dinsdale, Andrea, Miss May

Please read – any documents sent to you on email

Please bring – any ideas for fundraising!

## Minutes

### AP OPENED THE MEETING WITH PRAYER

### WELCOME AND APOLOGIES

AP	Welcomed all to the meeting
AP	Apologies were read out for those unable to attend

### ELECTION OF PTA COMMITTEE

AP	Stated that the first step was to officially dissolve the current committee and said that as outgoing Chair, she would officially like to thank everybody who had been involved and contributed over the last school year. She further mentioned that even though some members were absent from this meeting, she had gained permission from them to be nominated into new positions on the committee.
AP	Stated that it was time to Elect a new Chair of the PTA LD nominated AP LM seconded the nomination The Chair is AP
AP	Stated that it was time to elect a new Treasurer AP nominated EJ LD seconded the nomination The Treasurer is EJ
AP	Stated that it was time to elect a new Secretary AP nominated JF LM seconded the nomination The Secretary is JF

## FINANCE

AP	Reported that in the bank there was currently approximately £3500. £1000 had recently been deposited from Arnold Clark Community Foundation from a successful bid and just over £450 from a student who had done a sponsored event for the new library appeal. Stated that she had just over £70 in coins at home from Make the Rules Day that needed to be deposited in the bank.
AP	Reported that shortly she will submit all receipts and financial information to Bernie who will produce our annual accounts to submit to the Charity Commission.
AP	Stated that this coming year we will report on finance differently and explained the difference between 'Restricted' and 'Unrestricted' funds. All of the money raised and donated for the new library appeal is 'Restricted Funding' and every penny has to be spent on that project. All other money is 'Unrestricted' and can be spent on anything, £1458 of our current funds is restricted and is for the new library.

## NEW LIBRARY APPEAL

AP	Stated that the PTA has pledged to raise and donate £10,000 towards the new library.
ALL	Agreed that they wanted the whole experience to engage and include as many children as possible, from design stage to build.
AP	Spoke about a big fundraiser that she wanted to launch in January – the 2022 Challenge whereby each child will be challenged to raise £20.22. They will be given a sponsorship form and a leaflet full of ideas – sponsored bake sales, silence, read, running etc.
AP	Proposed that it would launch in the first week of January for the whole month and that the student in Year 4 would be launching the campaign on the marketing materials after permission was given from her mother.
ALL	Agreed that this was a good idea
AP	Stated that in addition she had submitted 4 other bids to Trusts and Foundations and will report back accordingly on their success when notification comes through. She will also continue to actively seek additional funds to apply to.
LD	Stated that he was close to receiving designs and costings and would be sharing these when available and involving as many children as possible.

## CALENDAR OF EVENTS FOR 2021/2022

AP	Stated that she would like to get to a point whereby we have a calendar of 'CORE' events that take place each year and that it would make it easier to forecast income so we know what we can pledge to the school
ALL	Spoke about a Carol Concert and it was agreed this year that because of COVID and restrictions etc., it would not take place in church but would happen over two days, directly after school in each of the playgrounds. The songs would be performed by the school choir, advertised on the apps and by email and the PTA could collect money at the events. The PTA would discuss between themselves if mince pies etc. would be given out.
ALL	Agreed that each year two bingo events would take place – one in the Autumn term and one around Easter time. Dates were put in the diary for these.

ALL	Agreed that the last Friday of each term would be a Mufti Day for the children and money would be collected for the PTA. It was agreed that these events would be themed ie. Crazy Hair, Make the Rules etc. and the PTA would decide between them which themes would go ahead.
ALL	Agreed that the date for the Year 6 leavers event would be Thursday 21 <sup>st</sup> July
AP	Stated that she would like to introduce a new core event which would be an Annual Walk. It will take place on the last Saturday in September and the walk would be up the canal. It would be for families, including pushchairs and dogs and all inclusive. There would be a registration fee per family and sponsorship forms would be given out. ALL agreed it was a good idea
AP	Reported that she had obtained 10 places for the Anglican Cathedral Abseil in July 2022 and it would be good to get both teacher and parent representation.
ALL	Agreed that we would plan for a Summer Fair and the date would be Friday 24 <sup>th</sup> June.
AP	Said that going forward a calendar of these events would be given to every parent at the beginning of term when school starts in September so everybody was aware and could be prepared. Therefore the dates would be discussed at the last PTA meeting in July.
AP	Said that there were many other ideas that had been spoken about – PTA Lottery, Presence at Sports Days, Smartie Challenge, Sleep out on the field with a mini festival, Bonfire Night on the field, Virtual book fairs etc. and these would be discussed with the PTA to see if they had any mileage for introduction
AP	Said the recycling bin had been emptied twice and she had messaged them to say thank you and to chase the money to be paid from it.

#### ANY OTHER BUSINESS

AP	Asked LD if he would like the PTA to book and pay for the virtual pantomime again and he said yes, the children really enjoyed it last year.
AP	Asked about Xmas tree decoration and it was agreed that the PTA would try and source a free tree and decorate it in the main hall after school on the 30 <sup>th</sup> November.
AP	Asked about decorating a grotto and it was agreed that potentially it could go in Katherines Room as the original location was now a store room in the new nursery. PTA would discuss and if it is to go ahead the date would be Wednesday 15 <sup>th</sup> December which is the date of the Xmas lunch.
AP	Asked if a slip could go in each book bag to establish if any parent would be interested in joining the PTA and/or volunteering at events. LD said yes it was possible so AP will produce one and send to the office.
AP	Reported on the PTA meeting dates for the rest of the year December 15 <sup>th</sup> January 19 <sup>th</sup> February 23 <sup>rd</sup> March 16 <sup>th</sup> April 20 <sup>th</sup> May 18 <sup>th</sup> June 15 <sup>th</sup>

	July 13 <sup>th</sup>
ALL	Spoke about the fact that in 2022 it was the 25 <sup>th</sup> anniversary of the new school and discussions would take place with LD and his team about any activities that would take place around it.

AP	Said that in the first meeting next September we would put together a calendar of events
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## AP CLOSED THE MEETING WITH PRAYER

### ACTIONS

WHO	ACTION	BY
AP	To collate all financial receipts and information and submit to Bernie to produce accounts	January
AP	To design artwork for the 2022 challenge	Mid Dec
AP	To submit all agreed event dates to the PTA group via WhatsApp	End Nov
AP	To produce artwork and advertise the December bingo event	End Nov
AP	To produce artwork and advertise Make the Rules Day for December	Mid Dec
AP	To book in Chris Campbell for the Year 6 Leavers Event	End Nov
AP	To chase money from Recycling company	Mid Dec
AP	To book the virtual pantomime and send details across to LD	End Nov
PTA	To source a free Christmas tree	End Nov
PTA	To decorate Xmas tree in main hall	30 <sup>th</sup> Nov
AP	To produce a slip for book bags to gain interest in the PTA	Mid Dec
AP	To circulate all dates for the rest of the year to PTA group for meetings	End Nov