Minutes of St John's Primary School PTA AGM

Thursday 3rd December 2020

**Present:** Claire Newman, Nicola Harvey, Matt Hancock, Peter Hopson, Jayne Pavitt, Emily Biggs, Pippa Turnbull, Michelle Leete, Faye Clarke, Jo Venn, Carly Hunter, Clare Giles

**Apologies:** Kate Thorndyke

**1. Minutes of the Annual General Meeting** held on 13th November 2019 - minutes accepted

**2. Matters arising from the Minutes** :

a) Discussed the current arrangements for paying for items purchased by the PTA and discussion around when it was appropriate for the school to make the purchase or the PTA. The action was for Anita king to look at the processes and suggest a solution. This work was carried out with the support of the school but since the AGM the school now has a bursar and this has simplified the issue.

b) Discussed making the Christmas crackers supplied for lunch environmentally friendly. This was researched by Sally Lumley and rectified.

c) Updating the list of trustees with the Charity Commission - Claire Newman passed this information to the Treasurer who has updated the Charity Commission website.

d) Community play blocks - request from Mrs Andrews to purchase these for Year R. These were bought and are being put to good use by the class

**3. Committee's Report for 2019/2020** - Claire Newman gave this report

Between September to March it was a standard few months for the PTA. We had an Autumn disco which is always extremely popular. We had a stall at the last NSPCC Christmas Fair running our ever successful chocolate tombola. We purchased the Christmas presents for each class - an annual tradition where each teacher has £50 to spend - and wrapped and delivered them to school.

In partnership with school we organised the Christmas gift fair - parents donate items and each child bring a £1 to school and can choose two presents. There were lots of PTA volunteers to help children choose and wrap each item. As always this was a lovely event and the children enjoyed it thoroughly. We rounded up Christmas activities by providing mulled wine and mince pies at the KS2 carol service.

In February we had our pie and quiz night with Jim Cochran organising the quiz and acting as compere/quiz master/fund raiser on the night. This is such a highlight for many and this year tickets sold out with approximately 90 people attending. That was the last of the events before Covid-19 hit. We had to cancel the cake sale (loss of approximately £200), 2nd disco (£700), Summer Fair (£3500-4000) and the end of year picnic (£100) meaning a loss of around £4500 that we would normally raise between February-July.

In this Autumn term it was clear we couldn't do our usual events even though the children were back at school. Matt Hancock had the brilliant idea of running a scarecrow trail. From idea to execution was about three weeks of extremely hard work by Matt and his wife Lorna, and it provided a really enjoyable, socially distanced event for so many people. Approximately 380 maps were sold which we estimated means over 1200 people minimum were out and about spotting and identifying scarecrows. It also proved a great fundraiser - the trail alone raised £1465, we were then very generously topped up by £500 from the Rowlands Castle Association (RCA), and with further donations from private individuals the grand total was £2050.

Future events - at our last PTA meeting we discussed the need to be creative whilst we are unable to run our usual events. We will continue to try and think of fun, safe events to raise funds and provide enjoyment for the children.

Committee structure - Claire updated that we currently have 8 elected Trustees who have voting rights on Committee decisions and other individuals who make up the Committee and attend meetings/help with events. There is a strong core within the PTA but we really need to increase the capacity with some new members. It would be particularly useful to have people able to contribute at meetings and also a greater spread throughout the years of volunteers who can help with events. It is recognised that we need to communicate with KS1 parents as they will have missed out meeting us during introduction school sessions and the new starter evenings. A major strength of the PTA is the excellent relationship between the school and parents with the PTA receiving great support for all the events. We also have two members of staff (Carly Hunter and Peter Hopson) who attend meetings, are Trustees and act as a liaison. We are very grateful to Peter who offered to chair the meetings for the last year.

It has been two years since we had a Chair - the advantages of this can be that the PTA work very well as a collective, with project managers for each event. Disadvantages are the lack of one person having oversight of the PTA and acting aa a single point of contact for enquiries etc.

**4) Treasurer’s Report for the year ending 31/12/2020** - Kimberley Lewis presented a report showing fundraising and spend throughout the year and looking at available funds leftover. Please see attached document for full report. Thanks were given to Kimberley for her hard work again over the last year as Treasurer.

**5) Election of Officers and Trustees of the Committee**:

Chair - No-one nominated themselves so this position is still vacant. All agreed it would be preferable to have a Chair and the Committee will focus on promoting this in the New Year. Peter thanked Claire for her work in doing many of the aspects of this role. **Claire agreed to present the next meeting with a list of duties the Chair role requires so that we can publicise this to parents when trying to recruit.**

Secretary - Claire Newman nominated themselves, was seconded by PH and voted in.

Treasurer - Kimberley Lewis had previously expressed a desire to stand down this year as Treasurer. Pippa Turnbull nominated herself, was seconded by CN and voted in. Plans for a handover in the New Year.

Communication/Marketing - Faye Clarke nominated herself, was seconded by NH and voted in.

Ordinary Committee members - Carly Hunter, Peter Hopson, Kimberley Lewis, Matt Hancock, Michelle Leete and Sally Lumley all nominated themselves again, were seconded and voted in.

**6) AOB**: Discussed some responses to the recent Facebook post for new PTA members. Agreed we need more promotion in the New Year with particular emphasis on the benefit to children that the PTA brings and what the money has been spent on. The Committee was pleased to welcome some new members who had joined the previous PTA meeting and this AGM. Jo Venn and Clare Giles both said they would like to attend meetings and play an active role. **Faye to follow up with the parent who commented on the Facebook post.**

Jayne Pavitt thanked the PTA on behalf of the school for all their hard work and efforts this year.

Treasurer’s Report for Rowland’s Castle St John’s PTA for the year 01/09/2019 - 31/08/2020

The 2019/20 school year got off to a good start for the PTA, but was sadly cut short due to the Coronavirus pandemic at the start of the year. This meant that we couldn’t hold our annual summer fair which is ordinarily our biggest fundraiser. However, we managed to raise a total of £1,686 between September and February.

Fundraising

The biggest income came from the autumn disco, which raised £646 and was as always very popular with the children. The Christmas cards raised £135, The NSPCC fair £200, the gift fair £303 and the pie quiz £402. A big thank you to everyone involved in making those events a success.

Spend

The biggest spend in the year was for the hollow bricks and trolley for the reception class; the PTA donated £1,665 for these. We also funded some science equipment which came to £714. Some money was spent refurbishing the outdoor learning area (many thanks to those parents who volunteered to help with the cleaning and decorating). There were some prior year expenses which fell into this year, notably the year 5 residential trip and our contribution to the school text messages. A total of £4,297 was spent in the year.

2020/21

The PTA ended the year with a balance of £13,928, a reduction of £2,612. We’ve committed £1,000 for new PE mats and a trolley, funding for some new IPads (£5,565), and crumble controllers (£450). Fundraising in the current climate will prove trickier in the coming year, due to social distancing requirements and potential lockdowns; however our members are already coming up with creative ways to raise cash, most recently the scarecrow trail which raised an impressive £2,050. Hopefully we can continue as we’ve started!

Kimberley Lewis

St John’s PTA Treasurer

