

Acorns Primary School PTA

Annual General Meeting: 8th November 2021

By Zoom, 5pm

Present:

**Harriet Gladwin, Vicky Bond Jones (Chair), Sarah Price (Treasurer),
Annabelle Jones, Clare Collins, Jennie Steenkamp, Paulette Milhofer,
Abbie Allen, Sarah Stokes (Secretary)**

Apologies:

Hannah Young

Annie Parmenter

Chairs Welcome

Vicky Bond Jones and Harriet Gladwin thanked all PTA members for their support and commitment over the last year with a special thanks to Sarah Price, Sarah Stokes and Clare Collins for their continued help.

It has been a challenging year with Covid resulting in restrictions placed on fundraising activities however, despite this, the PTA has largely had a good year. Vicky highlighted a couple of stand-out activities that have contributed to this:

- Hog Roast - a fantastic, well supported event which was so generously put on by Shane Newman with all proceeds donated to the school
- Summer raffle – a huge success which exceeded expectations and made a great profit

Harriet talked about Chastleton Teas which the PTA has now done 3 of. These are excellent fundraising opportunities which, now we've successfully managed to get on the Chastleton calendar, we hope to continue next year. To date we've had 4 people attend each event but in the future, on busy days, we may need more support.

Harriet concluded that the amount raised this year has been amazing considering the limitations with Covid. We've supported the school in a range of ways including buying furniture, musical instruments and funding coaches and school trips. To date we've always been in a position to say 'yes' to requests from school and we're now hoping to increase the members of the PTA with new parents joining existing members to help continue fundraising activities.

Treasurers Report and Accounts

Sarah Price, Treasurer went through the report and accounts detailing monies raised and expenditure from 1 September 2020 – 31 August 2021.

The total income for 2020/21 was £3,854.05p taken from a range of activities including a cake sale, hog roast and raffle.

Outgoings amounted to £1,486.01. £1,384.29 of this was spent on items for school. This included the Tesco Covid fund which was spent on cleaning products, sanitiser and outside taps. Other expenditure included furniture for Little Acorns and Christmas and Easter gifts for the children.

The total funds in the PTA account at the end of August 2021 were £4,209.35.

Full details of income and expenditure can be found in the separate report alongside the minutes.

Sarah concluded that the current balance in the account is over £5,000. This is due to the addition of funds from the October Chastleton House event, the PJ day and Halloween Disco.

The Chairs thanked Sarah for her report and the accounts were approved.

Now that funds in the account were over £5,000, Vicky discussed the application to become a registered charity which would allow the PTA to apply to more grant funds. Clare highlighted that in her experience there may be other requirements that come with being a registered charity that would need to be considered.

Action: It was agreed that Vicky would look into the options of applying for registered charity status for future discussion.

Appointment of office bearers for coming year

All office bearers were happy to continue with their positions for another year. No other members expressed an interest in becoming an office bearer. The following appointments were made:

- The Chairs, Harriet Gladwin and Vicky Bond Jones were proposed by Clare Collins and seconded by Jennie Steenkamp
- Treasurer, Sarah Price was proposed by Vicky Bond Jones and seconded by Sarah Stokes
- Secretary, Sarah Stokes was proposed by Vicky Bond Jones and seconded by Harriet Gladwin

Review of the Constitution

The only element of the constitution not adhered to was the timing of the AGM which should have taken place before the end of October.

It was agreed to include something in the constitution around proxy voting. This may be beneficial for future AGMs when members are unable to attend.

It was agreed to circulate the revised constitution to the full PTA committee to give all members the opportunity to comment. **Action Vicky/Harriet to include proxy voting in the constitution and email to all members for comment.**

Upcoming fundraising

Vicky detailed two activities planned before the end of term:

- 1) 11th/ 12th December – a Santa trail around the village

Around 25 people in the village could display a Santa outside their houses for people to find. There would be an entrance fee, chocolate/sweets for completing it and if you found them all you would be entered into a prize draw.

Funds would be raised by selling maps of the village to complete the trail. There was discussion on what we would charge to take part, what a fair price would be and whether we would sell tickets by map, by person or just charge for children. A similar event took place in Little Compton last year which Vicky attended. She agreed to see if she could find out what they charged **Action Vicky**

The trail would be publicised around the village and surrounding villages. Simon Bing, Chair of the Parish Council was happy to support and said we could use the recreational ground, which has toilets and cover as the start of the trail/reception desk.

We would need to do a Risk Assessment. **Action - Jennie has done a similar risk assessment for a litter pick she organised in the past and would send this onto the Chairs**

- 2) 13th December – carols, mince pies and mulled wine in the school playground at 4.45pm

Details of this are still to be worked up and agreed with the school. A discussion took place about whether we would charge for mince pies and mulled wine or ask for a donation. Jennie said a suggested donation has worked for previous events she has run as people would typically give the suggested amount. Asking for a donation rather than charging may also mean an alcohol licence isn't needed although this needs to be investigated further.

It was agreed that Vicky would send an email to members suggesting tasks for people to do in support of the planned events. This would include indicating availability for staffing the reception desk for the Santa trail. **Action: Vicky to email members with tasks**

PTA membership

Vicky explained that there are a few parents who are currently members of the PTA but haven't had any involvement for a while. It would be good to see whether they wanted to continue as members as well as attract new members to the committee.

Jennie suggested asking people annually to confirm their commitment. It may be people feel like there isn't the opportunity to leave.

Paulette said that people may want to be involved and help but may not want the formal commitment of being on the PTA e.g. people may help in baking cakes for events.

Vicky is going to ask Mrs Young whether Little Acorns could be used for a face-to-face meeting as it's been 2 years since the PTA was able to meet in person. The lack of face-to-face meetings has meant that she and Harriet haven't felt able to delegate tasks as much as they would like. A physical meeting is also more conducive to people sharing ideas.

A discussion took place about how to attract new members. Every parent has the opportunity to come to a meeting. Abbie said that as a new parent at the school there hasn't been the opportunities (primarily due to Covid) to meet other parents. Parents may be interested but coming along cold to a meeting may feel a bit intimidating when you don't know anyone. It was discussed whether we could host more of a social event publicised as an opportunity to meet other parents. This may encourage people to come along and as a consequence they may want to get involved with the PTA. There could be some wine, nibbles etc. to encourage people to come.

Jennie suggested asking whether we could use the Congregational Chapel for this. **Action Jennie to speak to Elizabeth Gilkes and get availability.**

AOB

None

Next meeting: TBC