

## Minutes of the PTA AGM 6<sup>th</sup> November 2023

### Welcome to the meeting – in two parts formal AGM part and then our PTA meeting

**Present:** Mrs Sage, Craig Kinnear, Clare Harding, Yasmin Beaven, Kathryn Hale, Jill Eaton, Sarah Thomas, Jessica O'Neill, Charlotte Mulready, Ciara Fraser, Esther Kinnear, Karen Brookes-Lovell, Crone Jordan-Lee, Janet Allen and Amy Andrews.

**Apologies:** Liz Sypko, Hannah Thomas and Ali Williams.

### Welcome to the meeting.

Thank you to all the committee members for their support and hard work organising the fundraising over the past year. A big thank you also to all parents and staff who have helped at, and attended events that were able to go ahead last academic year. A thank you to;

Ali Williams – our secretary

Ciara Fraser – our treasurer

Committee members: Liz Sypko, Kathryn Hale, Janet Allen, Rajinder Boucher, Claire Harding, Sarah Thomas, Charlotte Seavill, Amy Andrews, Bernice and Antony Bezer, Karen Brookes Lovell, Esther and Craid Kinnear, Crone Lee, Ruth Moody, Sumaya Wahed-Syed, Sarah Thomas, Laura Tallo

Miss Mulready was our staff representative.

(stepped down are Sarah MacNaughton and Jody Sparey as their children no longer attend our school.)

The minutes of the previous PTA AGM held on 7<sup>th</sup> November 2022 were agreed as an accurate record at the following meeting on the 9<sup>th</sup> January – these are held on the PTA section of the school website.

### Treasurers Report (accounts)

**(funds raised: Used to support: Forest School sessions, smart boards, ipads, reading books, planners, Super pirates fun day, treats for the children such as lollies for Sports days)**

(events and event management such as managing facebook, tickets, risk assessments: Uniform sales/book swaps, Fireworks, Christmas cards, Christmas and Summer raffles, Christmas treat jars, Father Christmas visit, Summer Fair, Competitions and trails, School disco, Film Night, World Book Day and author visit, decorate an Egg/ Easter Egg hunt etc)

CF reported that the PTA raised £22,000 last academic year and a poster had been shared with parents outlining the funding raised by each event as well as regularly reporting this via our newsletter.

### **Election of Officers and Committee**

Chairperson; Treasurer; Secretary and PTA Committee Members to be elected.

### **Election of Chair of PTA**

Mrs Sage confirmed that she was happy to take on this role again.

Proposal: Mrs Sage be the Chair of Saltford PTA for the academic year 2023-2024. This was proposed by AA and seconded by JA.

A vote was taken on the proposal and was unanimously carried.

### **Election of Treasurer of PTA**

Mrs Sage noted that Ciara Fraser has agreed to take up the role of Treasurer for the academic year 2023-2024.

Proposal: Ciara Fraser to be the Treasurer of Saltford PTA for the academic year 2023-2024. This was proposed by CK and seconded by CL.

A vote was taken on the proposal and was unanimously carried.

### **Election of Secretary of PTA**

Ali Williams is stepping down in this role (thank you Ali for all your hard work over many years in this role) and Yasmin Beaven would like to stand as Secretary of Saltford PTA for the academic year 2023-2024. Mrs Sage therefore formally asked Ali if she would stand as Secretary and she agreed.

Proposal: Yasmin Beaven to be the Secretary of Saltford PTA for the academic year 2023-2024. This was seconded by EK and CK.

A vote was taken on the proposal and was unanimously carried.

#### **4d Election of the PTA Committee**

It was briefly explained that decisions on PTA spending could only be made by elected PTA committee members and that anyone could volunteer to be a committee member. If you are on the committee the expectation is that you attend the majority of the PTA meetings and also volunteer to lead on and organise events and support the upkeep of the facebook page.

The following existing members confirmed they still wished to be committee members for 2023-24:

Ali Williams, Janet Allen, Liz Sypko, Kathryn Hale, Amy Andrews, Claire Harding, Karen Brookes Lovell, Sarah Thomas, Antony and Bernice Bezer, Esther and Craig Kinnear, Crone Lee, Hannah Thomas, Jill Eaton and Jessica O'Neil.

The following committee members are not restanding – thank you very much for all your hard work: Rajinder Boucher, Laura Tallo, Ruth Moody, Sarah R Leonard, Amy Lawrence, Charlotte Seavill and Sumayah Wahed-Syed.

## END OF FORMAL MEETING

### Minutes of the PTA Meeting 11 September 2023 and Actions Arising

The minutes were agreed as accurate.

#### Review of events so far

**Circus** – Circus event went really well, Amy is able to rebook for two years time, everyone agreed to rebooking. Things to note, litter was an issue at the end of the event and the challenge of finding volunteers to support the event – only a small group came forwards.

**Disco** - the first disco of the year went well, thank you to Janet for organising. Agreed to next disco being held on Friday 2nd Feb where reception children will be invited so the first disco of the evening will be for EYFS – Y2 and the second will be for Y3-6.

**Firework Night** – Mrs Sage thanked Amy, Hannah and the team for all of the hard work that went into planning the event which was a great success again this year. Amy thanked everyone for their help and support. Things to bear in mind for next time:

- Food amounts worked well compared to the amount left last year, could have sold more doughnuts though.
- Feedback from neighbours was that communication was good this year.

**Christmas Cards** – Sister company being used this year due to earlier deadline date with previous company. Noted that parents will need to pay postage as deadline missed – will see how it's received and review in the New year.

**Cake Sales + Uniform Sales & Book Swap** – All going well so far, agreed to hold them in the hall over the winter.

**New Lanyards and High Vis Vests** – Need new ones, Ciara to order lanyards, LDB Carpentry & Construction happy to provide high vis vests. AA suggested having LDB Logo on back as a thank you, this was agreed unanimously.

**Wreath Making** – Slow uptake on tickets but great value compared to others, agreed we need a final push for ticket sales. DS agreed to follow up with LS.

#### Christmas Events and Forward Planning

**Christmas Fair – Friday 1st December** – Planning is well underway by Claire H and team. Comms will start to go out in this weeks newsletter (9/11/23). The raffle has over 40 prizes. Donations of festive Jumpers, Games, Teddies and Dress up will be collected from 20/11/23. Mufti day will be Monday 24th November in exchange for chocolate and bottles for the tombola. The Christmas fair prep night will take place on the evening of Monday 27<sup>th</sup>, time to be confirmed. Yasmin Beaven will help Mrs Sage judge the sweet jar competition.

DS confirmed school choir would sing at fair and a staff member would provide first aid cover for this event.

Agreed unanimously to a new candy floss machine, CK happy to trial making candy floss and banging if we manage to get one before the Christmas fair.

**Santa Visit** – booked for Friday 8th December. Esther and Lianne to be elves this year, will meet Santa in Mrs Sages office at 12.50pm.

**World Book Day** – Agreed would be optional dress up day. Still need an Author. CH to look into.

**Film Night** – Friday 22nd March, Jill and Sarah to lead.

**Adult Quiz Night** - Friday 26<sup>th</sup> April and the disco has been booked for this.

**Summer Fair 15<sup>th</sup> June** - Craig Kinnear to lead again.

**Thanks** - Mrs Sage thanked the PTA for funding the arts and crafts area in memory of Mrs Parfrey

Mrs Sage noted that the pool works would take 12 weeks and that the shortfall on the insurance is to be met by Futura.

#### **Funding Bids**

**Pool resources** – to be discussed in more detail at next meeting.

**Date and time of next meeting** – Monday 8<sup>th</sup> January 2023 7.30pm

