

St Nicholas CE Primary School PTA AGM

8th November 2023, St Nicholas CE Primary School

Attendees: Samantha Love; Emma Henderson; Amy Parry; Sarah Sollesse; Nichola Lamb; Shaneae Eastland; Kate Brownie; Abby Joby; Gabrielle Hoekstra; Sarah Hilling

Introduction of Core Committee Members

Abby presented the poster that will be circulated to parents to introduce the new committee

St Nicholas Hurst School PTA
Meet the PTA Team

 Abby Chair	 Shanae Vice Chair	 Nichola Treasurer	 Emma Secretary	
 Mike Chair Support	 Amy Treasurer Support	 Tanya Secretary support		
 Sam Event Co-ordinator	 Gaby Event Co-ordinator	 Kate Event Co-ordinator	 Sarah Event Co-ordinator	 Gemma Event Co-ordinator

We are a welcoming bunch! Please do join us with any offers of help, ideas or resources throughout the year. Together we can do so much. • •

Apologies for Absence: Mike Rand

Review Minutes of Last Meeting

The minutes from the Special General Meeting were presented and comments were invited.

The main focus was the amendment to the wording of the PTA Governing Document (as requested by the Charity Commission), approval of the working for the "Object and Dissolution" clauses and the election of the new Committee Members and Trustees.

Emma Henderson pointed out that not all Trustees had signed the trustee form (Sarah Sollesse and one other (TBC)). It was unclear if the existing Trustees needed to sign a new form, but it was agreed that getting all 8 signatures would be the best approach. **Action - Emma Henderson to get the remaining signatures and process the form as required.**

Chair's Report – To outline activities since last AGM

Abby thanked all those who supported the PTA during the last year in putting on events that have been enjoyable and memorable for all those taking part while raising funds to support our children's education.

A poster of the new PTA team has been compiled and will be shared to help with visibility for all in the school community and to help increase participation of others in the PTA.

Thank you to Gaby, Kate, Tanya and Hong for leading the first PTA cake sale of the year which raised £239.38. Thank you to all those who supported by providing cake and purchasing cakes. It was noted that this was a successful event, contributed to by the whole school approach and possibly because it was held on a Monday. **Action – Emma Henderson to include dissemination of the bake sale success in next newsletter**

Treasurer's Report

Nichola presented the current financial status of the PTA.

Commented [TR1]: Should there be an action for the trustees to approve the finances? It is mentioned in the SGM minutes (the bit about the AGM)

<p>£19,514</p> <p>Total Income <small>+41% on 2021/22 (£13,882)</small></p>	<p>£23,430</p> <p>Total Expenses <small>+85% on 2021/22 (£12,698)</small></p>																		
<p>£7,244</p> <p>Year End Bank Balance <small>-35% on 2021/22 (£11,160)</small></p>	<p>Transfers to School:</p> <table border="0"> <tr> <td>EYFS Canopy</td> <td style="text-align: right;">£12,130</td> <td>Jan-23</td> </tr> <tr> <td>Adventure Playground</td> <td style="text-align: right;">£6,610</td> <td>Jun-23</td> </tr> <tr> <td>HIPP Bench Donation</td> <td style="text-align: right;">£1,200</td> <td>Dec-22</td> </tr> <tr> <td>YR2 Books Set</td> <td style="text-align: right;">£500</td> <td>Mar-23</td> </tr> <tr> <td>Speech Language Therapy</td> <td style="text-align: right;">£438</td> <td>Jun-23</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£20,877</td> <td></td> </tr> </table>	EYFS Canopy	£12,130	Jan-23	Adventure Playground	£6,610	Jun-23	HIPP Bench Donation	£1,200	Dec-22	YR2 Books Set	£500	Mar-23	Speech Language Therapy	£438	Jun-23	Total	£20,877	
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Sarah Hilling stated that the £1200 that had been allocated for the "Hipp Bench" is on hold as the tree where the bench was to be installed has to be removed. She has been looking at other options to use the money and possibly some of the wood from the tree (bench/totem pole/sell off for

firewood with profits for PTA). Any leads on possible craftspeople to help would be appreciate an should be directed to Sarah.

A breakdown of income from different sources was presented.

- Contributions £3,1114
- Easy Fundraising £75
- Fundraising £12,960
- Amazon £129
- Your School Lottery £837
- Gift Aid £2,398

Note that the income from Gift Aid was for multiple years (it had not been claimed previously). There are still more years to claim.

Ensure all contributors that are eligible sign the gift aid declaration (regular and one-off donations)

The amount from Your School Lottery includes both the fees from playing but also people generally donate winnings as well.

A breakdown of expenditure was also presented

Main Expenditure:

Transfers to School:

EYFS Canopy	£12,130	Jan-23
Adventure Playground	£6,610	Jun-23
HIPP Bench Donation	£1,200	Dec-22
YR2 Books Set	£500	Mar-23
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Total **£20,877**

Expenses supporting school events:

Beneficiary	Purpose of expense	Amount
ParentKind	Charity insurance	£140
PTA members	PTA committee expenses	£2,412
Total expenses		£2,552

A breakdown of costs and expenditure by event was not available, but it was agreed this would be helpful to plan future events. Nichola is looking at providing this.

Head Teacher's Report – To outline future spending priorities

Sarah Hilling presented some of the items that are needed in the school, collated from each year group

Carpets for EYFS and Yr1 (Yr2 has a bit more life in it)

KS2 library books (especially about diversity)

EYFS water tables – existing ones have degraded and are broken

Classroom tablets – looking at external funding as well (letter to be sent from governors to local businesses)

An outdoor classroom that can be used for intervention space, music lessons or other purposes as necessary. In the short term this can be quite basic (£5-10k) but also in the longer term this space is likely to become a classroom (budget more like £45k)

Blinds for the school hall – the existing blinds are not fit for purpose

It was agreed that the PTA would purchase two carpets and allocate £500 for KS2 books

Action: Kate Brownie to look into costs for blinds (try Alamo blinds in Winnersh – could include advertising in newsletter)

Sarah Hilling stated the funds from the Hurst Show would go towards the tablets. This in addition to the letter from governors to local businesses will hopefully cover the funding of the tablets. The PTA should therefore look at funding the other items. *Post meeting update the value of funds from the Hurst Show has been confirmed as £5,000.*

Committee Roles and Class Reps

Abby shared descriptions for each of the roles. These are available in the AGM presentation for future reference.

The Class Reps for the year were also shared

Class Reps 2023-2024	
Foundation	Ingrid Thorp
Year 1	Shanae Eastland
Year 2	Sam Love
Year 3	Clare Waymark covering for Naomi
Year 4	Kate Brownie
Year 5	Sarah Sollesse
Year 6	Gaby Gregory

Current Plans for the Year Ahead

A summary of the activities completed by the PTA for 22-23 was shared for reference.

A summary of the planned/proposed activities for 23-24 was also presented. A lot is planned for November/December, but further ideas for later in the year were requested.

- The quiz night was very profitable last year so would be good to arrange again.
- Further film nights would make good use of the license that had to be purchased (making future events of this type more profitable). The license lasts 1 year.
- The last disco was profitable and we should arrange for another disco later in the year. Will need to check with Mark Fitzpatrick if he will DJ again.

The film night (10th November) is all arranged currently have 75 bookings.

Planning for the festive disco (1st December) is underway, with a WhatsApp group in place. Comms to be sent this week and the disco poster to be added to the noticeboard.

Bag2School 22nd November. Would be good (not absolutely essential) if someone can be around to guide the bag drop off and collection. **1 volunteer required.**

A pop-up Christmas jumper/uniform sale was suggested. It was agreed this would be after school on 24th November. Donations to be left at the office. **2/3 volunteers required.**

Sam Love provided an update on the wreath making events. The Monday event has been cancelled because of lack of bookings (refunds to the bookings for the Monday, already notified of the cancellation). The Friday event is fully booked.

Chocolate donation for the Christmas fair will be collected on 24th November. These will need to be stored until the fair. Will need someone at drop off to collect the donations. **At least 1 volunteer required**

2 volunteers required for the nativity refreshments. Sarah Hilling confirmed there will be 2 performances, one on the 7th December and one on the 8th December.

Bauble hunt has prizes and all supplies. Enough volunteers to run it.

Christmas Bake Sale and sing-along needs to be organised. 11th December

Christmas lunch needs a Santa. A person has been identified but they do not have a suit. There should be one in the shed. Need to check on the condition of it. Ask church if we can borrow theirs? Also need ideas for gifts. **Shanae co-ordinating**

Sign-up links for volunteers for the Christmas Disco and the Christmas fair and Dinner/Dance to be circulated. **Action Emma Henderson.**

Commented [TR2]: Was it all 3 of these or just 2?

Sarah Hilling sought feedback on whether bags of coins should be handed out on St Nicholas Day. Agreed that the bag of coins was preferred.

Year 6 Leavers. Need to start considering this. PTA provide a gift, parents pay for jumpers

Any Other Business

Communication channels – Arbor can do push notifications – SH looking into to how to use it – need to be careful not to double up on info.

It was agreed that a questionnaire should be sent to parents/carers to gauge the effectiveness of current communication and how the communication channels can be improved. **Action Emma Henderson.**

Commented [TR3]: Assumed action on Emma as secretary and her item!

Sarah Hilling confirmed the school newsletters are fortnightly. The target is to send on a Friday but they are often sent out at the weekend. Any content to be included in the school newsletter to be provided by noon on Thursday

Parent Governors are proposing to attend future PTA meetings on a rota basis.

The "Friends of St Nicholas" fundraising idea was discussed. Sarah Hilling mentioned that the school had also been considering asking parents/carers for a one-off donation to cover the events that are run throughout the school (vision & values day, Christmas craft day, panto etc). This would replace the ad-hoc requests that are sent out for money (teachers are contributing to fund some of these events). The request was not sent out last year because of the cost-of-living crisis. Need to consider this alongside any other request for regular donations. "Friends of St Nicholas" would be open to the wider community so could run alongside the school request for funding. Discussion on whether the money would go to the School directly or the PTA (both would enable gift aid) Work up wording for "Friends of St Nicholas" to run past the governors. Next Governors meeting 23rd November. **Action Shanae to prepare wording.**

Emma Henderson proposed a Christmas Jumper Design competition with prizes for Infants and Juniors. The entries can be made into bunting to decorate the school. **Emma to organise.**

Kate , Gabby and Tanya to look at assembling the "shed" one morning.