

## St Nicholas CE Primary School PTA AGM

11<sup>th</sup> November 2024, St Nicholas CE Primary School

**Attendees:** Abby Joby, Amy Parry; Nichola Lamb; Shanae Eastland; Sarah Hilling; Emma Henderson; Tanya Robinson; Kate Brownie; Ania Pawlak-Gouveia; Nicky Piper; Rachel Waldron; Charlotte Clapp, Jess Soper; Rachel Mackay; Catherine Westerling (Chair of Governors)

### 1. Introduction of Core Committee Members

Abby presented a poster of the PTA Team as it stood coming into the AGM. This will be updated as necessary and circulated following the conclusion of the meeting.



### 2. Apologies for absence

Sarah Sollesse; Samantha Love

### 3. Review Minutes of Last Meeting

A print out of the minutes were available for anyone to review and are also available by e-mail. The key points are summarised below:

- The New PTA team formed at the end of September 2023. This required all the charity commission information online to be updated, which has been actioned.
- We had lots of ideas for a busy year of events for the children across all years.
- Nichola presented her first financial statement, end of year bank balance for 2021/2022 was £7,244. Nichola was also spending time sorting out the gift aid.
- Mrs Hilling, agreed funding from Hurst show would go towards tablets. (£5000.00).
- PTA agreed to buy two rugs, ks2 books.
- £1200 was donated from Hipp organic.
- Class reps volunteered.
- Planned for 2023/24
- Agreed the way we communicate to parents needs to be clearer. Emma actioned this by introducing a PTA newsletter.
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### 4. Activities since last AGM

An overview is provided below (NB updated since meeting).

## St Nicholas PTA Activities Timeline 2023/4



### 5. Chair's Report – To outline activities since last AGM

Firstly, Abby thanked all those who have supported the PTA events this year, it's been a team effort.

Together, the PTA provided so many events for the children at the school, which we will run through with Nichola's event summary report.

It can take a lot of time to organise these events, making sure all the supplies are in place, and we have enough volunteers. Thank you to Kate Brownie as she is at every event ensuring anything is running smoothly.

Thank you, to Emma Henderson for changing the way we communicate to parents, writing the newsletter each month to inform parents on the success of the events and information about upcoming events. For those new to today's meeting this was implemented during the last year and I believe it has been a huge success as a form of communication to the parents.

All these events have secured an enriched, enjoyable and most importantly a memorable experience for all the children here at St Nicholas CE Primary school – raising money to provide the children with resources and equipment and I think we should be all so proud of those resources we have provided for all the children.

Collectively we can be very proud of what we, and those who have now left the committee have achieved over the last year and I look forward to the year 2024/2025 if elected to stay as chair as I would be happy to.

#### 6. Treasurer's Report

Nichola presented the current financial status of the PTA for financial year ending 31<sup>st</sup> October 2024.

Fundraising and parental contributions £8,275

Hurst show (paid directly to school) £7,500

Total transferred to school to benefit the children £5,851

**Opening cash at bank balance:** £7244.16

**Ending cash at bank balance:** £9,668.02

£3,000 is ringfenced as an emergency fund. This has been moved into a savings account as of February 2024 and is currently earning 1% interest.

The PTA now holds a debit card to assist with purchases. All expenses continue to be approved by the Chair and Treasurer.

#### Fundraising Income

	£
Fundraising	12,266.58
Parent Contributions	985.00
Your School Lottery	1,269.30
Other	329.84
<b>Total Income</b>	<u>14,850.72</u>

\*Other comprises Benevity, Easy Fundraising and Charities Trust

\*note Bags2School & Hurst Show monies are paid directly to the school and are incremental to the £14,828 income above.

\*\*Dinner Dance 2024 is not included in here as event has not taken place yet

£76 was raised through the ASDA scheme.

A breakdown of the fundraising events organised by the PTA is shown below:

Event Name	Date	Income	Expenses	Profit
Film Night (Sing2)	10 Nov 23	£704	£153	£551
Wreath Making	24 Nov 23	£854	£542	£312
Christmas Fayre	2 Dec 23	£289	£10	£279
Christmas Disco	Dec 23	£1,144	£349	£795
Christmas Pop Ups	Dec 23	£475	£18	£456
HVS Dinner Dance	9 Dec 25	£1,352	£0	£1,352
Film Night (Trolls)	23 Feb 24	£769	£197	£572
Chinese New Year Bake Sale	9 Feb 24	£134	£6	£128
Crazy Hair Disco	15 Mar24	£985	£219	£766
Leap Into Spring	Spring Term	£738	£0	£738
Easter Bake Sale	27 Mar 24	£309	£0	£309
Art Competition	27 Mar 24	£182	£91	£91
Quiz	10 May 24	£1,562	£634	£928
Frosty Fridays	Summer Term	£113	£15	£98
Film Night (Migration)	Oct 24	£953	£274	£678

Expenses incurred (transfers to school) are shown in the table below:

Item Description	Amount	Date Paid
KS1 Rugs	£733	Nov-23
EYFS Sand & Water Table	£150	Nov-23
School Council Trophies	£77.94	Nov-23
Tablets	£2,259	Feb-24
Hardship Fund	£145	Mar-24
SEN Books	£511	May-24
KS2 Books	£500	July/Sept-24
Spelling Shed Subscription	£160	Sept-24
Writing Resources	£449	Sept-24
Ear Defenders	£270	Oct-24
WOW Planetarium Day	£596	Oct-24
<b>TOTAL</b>	<b>£5,851</b>	

As of the AGM there are no outstanding agreed commitments to the school.

#### ***Other significant one-off expenditure***

**Christmas Events** – purchase of gifts/chocolates for children, also including Santa’s Grotto and decorating the hall for Christmas lunch, £531.29

PTA Shed - The PTA purchased a shed for £773.63 (including materials for the installation). A parent kindly volunteered to construct the shed so no labour costs were incurred. The shed will house all PTA equipment in a central location so that it is easier to keep track of stock reducing duplication/wastage and to make events easier to run.

**YR 6 Leavers** – the charity donated £420 towards the cost of leavers hoodies for the year 6 children. This was paid directly to the parent organising them.

**Hardship Fund Drawdown** – The Charity incurred a £145 drawdown on the Hardship Fund which was replenished in year.

The Charity is responsible for organising the Hurst Dinner Dance for 2024. £1,900 in ticket sales have been made during the year. £1,940 in expenses have been incurred. The event will take place 14 December 2024 and profit will be reported in 2024/25 Financial Year.

In October 2024 we received the news that we have been selected for Co-op Local Community Fund initiative (Cause ID 88136). The funding that we will receive will support the children's proposal to create a Wellbeing Area within the School playing field. This initiative will run until October 2025.

#### 7. **Head Teacher's Report** – To outline future spending priorities

Thanks to the PTA from the teachers and children! Your hard work and dedication make a real difference in our children's school experience (see slides in appendix).

Mrs Hilling re-iterated the effectiveness of the newsletter and the effectiveness of the fundraising.

The current school Wishlist is:

- **Teacher Requests**
  - Football/Sports Team Kit – Current football kit only shirts – request to buy full kit (shirt, shorts & socks) – Amy Parry to ask about sponsorship of the team kit to cover the cost of new kit
  - Dictionary/Thesauruses – YRS4/5/6 – agreed to purchase
- **Whole School Requirements**
  - Refurbishment of the toilets near the Hall (looking to refurb toilets at lower end of school 2025-2027). School have obtained 3 quotes. Preferred company and quote came in at £21,500, looking to get done at Feb half term.
    - £7,500 from Hurst Show Fund
    - £7,500 School Fund
    - Remaining £6000 is being requested to be funded by the PTA. Jessica Soper and husband are in the trade and Jessica has volunteered to review the quote to see if she can identify any cost savings.
  - Another set of tablets – the last set has greatly improved the children's learning experience.
- **Longer Term Projects/Dream List**

- Outdoor classroom for music lessons/after school club/quiet lunch. The classroom would have power and heating

## 8. Committee Roles and Class Reps

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

- Chair – Abby has stated she is willing to stay on. Nomination by Shanae and seconded by Nichola
- Vice-Chair – Shanae has asked to step down from this role. Kate Brownie has volunteered to take on this role. Nomination by Ania and seconded by Rachel.
- Secretary – Emma willing to stay in this role. Nominated by Amy and seconded by Ania.
- Treasurer - Nicola willing to stay in this role. Nominated by Ania and seconded by Abby.

Charlotte Jess and Nicky to be new event co-ordinators

The current class reps are confirmed as

Class Reps 2024-2025	
EYFS	Jessica Soper
Yr1	Ingrid Thorp
Yr2	Shanae Eastland
Yr3	Sam Love
Yr4	Sarah Sollesse
Yr5	Kate Brownie
Yr6	Sarah Sollesse

## 9. Current Plans for Year Ahead

To help people keep track of events, all events are to be added to the descriptions for each years WhatsApp group by the class reps.

Disco – Preparations in progress. Still need to purchase sweets and other items to sell.

Santa visit – EYFS parent has volunteered. Setup the grotto in the butterfly room. Looking to get books for gifts. 20 per year except yr1 which has 22, Aim to spend £1.50 per child. Nicky and Jess to source books

Dinner Dance – Some prizes have been secured, but still looking form more high-end prizes. Raffle tickets to be sold on the gate at school for those that aren't attending the dinner dance.

Bauble hunt – Chocolate prizes have been sourced. Golden bauble to get free item at the bake sale.

St Nicholas day – chocolate coins purchased

Elfridges – Timing and inclusivity was discussed. Mrs Hilling agreed that the event could take place in the afternoon during school time. The teachers would bring each class one at a time. To make it as inclusive as possible all children will be able to select a gift regardless of donations made. It was agreed that the donations will be pre-paid via the PTA site to reduce risk of children losing/forgetting money on day. The suggested donation will be £5 – every child gets to pick a gift. Any surplus will be sent to a local charity (Alexander Devine)

Bake Sale - Add bake sale after school on 19<sup>th</sup> Dec in Hall if wet - sell hot chocolate

## **10. List of Planned Events and Gaps Where Further Ideas Are Required**

The main focus so far has been on the current term and the upcoming Christmas events. Usually January is kept quite as “recovery” time, but future events are to include:

- Pamper evening (February)
- Quiz Night (Spring Term)
- Film Night(s) and Disco(s)
- Bake sales/Frosty Fridays

## **11. Any Other Business**

Thank you to Kathy for her support with printing, laminating communicating and providing access to shed. The class reps are a 2-way channel for information. Please feedback via class reps on PTA related matters. Any messages that come to class reps that are not PTA Related will be directed to Kathy in the school office.

It was noted that sometimes there is confusion about who is running an event when school-run events are ticketed through PTA site. This seems to be the most appropriate method ,but may require clearer communications.

Your School Lottery – the more people who play, the more funds we receive. Please publicise via friends.

Unwanted school uniform – It has been suggested that the branded school uniform that is not being sold could be used for crafts. Jumpers could be used to make cuddly toys or cushions to give to leavers as gifts (or to sell?). Summer dresses could be used to make bunting (for use at Hurst Show)

Bags2School has significantly dropped the price they pay for donations (20p/kg) – look for alternative supplier. The Little Recyclers are currently offering 45p/kg. Tanya to see if she can find out who The Cowshed send their unusable items to as they used to use Bags2School.

Bake sales used to be run by each year group and they got to choose what to buy with the money raised. Those years who held their sales later in the year did not get to benefit as much from the purchases. A suggestion was made that bake sale money be offered to each class (£100) in advance of the sales so benefit throughout the year. Following discussion, it was agreed it was probably best to keep it in central pot.

Co-Op Local community fund. We are guaranteed £500 towards building a sensory garden. The programme runs to October 2025. Co-op members get to vote for a charity and additional funds will be distributed. Becoming a member costs £1 and can easily be done online ([Co-op Membership - Membership that makes a difference - Co-op](#)). This gives access to member prices and other offers so it is possible to re-coup the £1. Please get friends and family to become members (if not already) and vote for St Nicholas CE Primary School. More details to be circulated in January

WOW day – Can this be an annual event?

Next meeting to be planned for January.