



Parent Teacher Association

PTA Membership Number 16317

Registered Charity Number 1161458

Minutes of Annual General Meeting 10 January 2025

Present: Caroline Muir (CM), Alex Farrell (AF), Jenna Doyle (JD), Laura Foster- Westgarth (LFW), Laura Martin (LM), Rekha Padmakumar (RP), Lucy Casson (LC), Daniela Ringham (DR), Clare Weekes (CW)

Apologies: Rebecca Kelly (RK).

1. AGM Matters

(a) Treasurer's Report

AF reported on the year's incoming and outgoing funds and produced a full report.

The balance carried forward from 2022/23 as of 31 March 2023 was £7765.48.

Monies received up to 31 March 2024 was £4424.47.

Monies paid out during 31 March 2023 to 31 March 2024 was £2101.19.

Net income during the year 2023 to 2024 was £2323.28.

Income received was generated from the various events run by the PTA; Summer Fair, Ice Pop Sales, Parent Quiz Night and Christmas cards.

Expenditure related to expenses incurred by PTA members in connection with the running of the PTA events (the summer fair), freeze pops, along with easter egg gifts and selection boxes. For full details see the Treasurer's Report.

The balance as of 31st March 2024 £10,088.76.

(b) Chairperson's Report

CM reported that it had been a good year, with lots of positive feedback following events especially the Brownlee cycle day, the silent disco and the summer fair.

The community feel at the summer fair this year was lovely to see and was helped by the enterprise stalls run by year 5 and 6. The movie nights were again very popular and something we'd like to run again this academic year. The silent Disco was a big hit with those who attended, there were questions regarding tickets and pricing but this was a big success on the night with great feedback.

Alex very kindly organised Christmas cards through Xmas 4 Schools this year which was greatly appreciated. We sold tea towels at the end of 2023 which were also a big success.

Freeze-pop Fridays proved a hit again. We will need to plan a rota this year to ensure this keeps running as it's a great money earner for the PTA and the kids love it!

We saw the return of Parents Quiz Night which was great fun and generated quite a lot of income via the bar. The food was fantastic and again a huge thanks to the Gill family for their support which they have generously extended to future events even though their children are no longer at the school.

We are waiting on a design confirmation from school regarding a Trim Trail for the green space so the PTA can get this ordered and hopefully installed for summer fun! This is currently with Mrs Weekes following a JLT meeting last week where design plans were discussed.

We still struggle with volunteer participation, this is something we will focus on in the coming months to change the culture so the PTA can continue to run. Work should be shared by the many and not the few. Uptake on events is always popular with the children so we need to ensure more parents are supporting us with this and sharing the running/planning of these events – any help big or small is needed otherwise events simply can't go ahead.

To continue as Chair CM has proposed a new role of co-chair to help with the management and organisation as currently the role does feel too much with the loss of experienced PTA members last year.

Future events for this year will hopefully include; a winter walk, a Family Bike event at the Brownlee Track, film night, summer fair and a bake sale.

(c) Allocation of Roles

All parties stood down from their respective roles and as PTA Trustees.

We had a brief chat regarding what the different roles entailed; Trustees ensure the PTA is ran correctly and ethically with regards to the charity commission. Secretary takes notes and emails these out to PTA members, chase any outstanding actions and ensures AGM notes are uploaded to the school website. Treasurer keeps track of the finances, provides floats/tokens for events and compiles an end of year report for the charity commission. Chairperson deals with day to day running of PTA, manages meetings and creative control and everything in between.

- CM confirmed she was happy to continue as Chairperson with the addition of a co-chair role, and her appointment was unanimously confirmed.
- AF has confirmed she is happy to continue as the role of Treasurer. Her appointment was unanimously confirmed.
- LFW confirmed she is happy to continue the role of Secretary. Her appointment was unanimously confirmed.
- LM has agreed to assume role of co-chair to help support CM in her role as chair. Her appointment was unanimously confirmed.

LM confirmed she was happy to be appointed as a Trustee to replace Rebecca Kelly who will be sadly leaving the PTA at the end of this school year. Her appointment was unanimously supported. CM, LFW and AF confirmed they are happy to continue as trustees. Their re-election was unanimously supported. The PTA Trustees are therefore CM, LFW, LM, RK (until end of academic

year), AF. RK will stand down as a Trustee at the end of this school year. Paperwork to be updated with the Charities Commission.

DR will be added to the trustee chat group to help with organisation along with any actions that need to be carried out.

RP will support with date and time management and chase any outstanding actions to help keep plans on track.

Culture Change Discussion

We had a group discussion about how to get more parents involved, as right now it's an uphill struggle with all events and we have already had to cancel the Christmas silent disco and it's possible we may have to cancel the winter walk as only 3 volunteers so far.

Suggestions and comments made included:

- we need to increase the uptake, we need to be specific on numbers from the first message so people know how many volunteers we need for the event to go ahead. In the past events have just happened with very little support from the majority so people assume they will just continue to go ahead.
- Do we outlay and purchase equipment/PTA software (at a significant cost) to get volunteers to add their support to an online document to track volunteer numbers and roles they've committed to. Discussed if we could make this internally through google docs for example?
- Shared that as a committee member we need people to advocate more on the chat groups to start conversations around events – get people talking and excited. We need PTA champions, sometimes the messages have little to no interaction it was fed back.
- Agreed we need to give even more notice of some events so people can diarise them, questioned if this would increase support but agreed it was key moving forward.
- We discussed if we needed a pole to see if parents wanted a PTA.
- We discussed communication methods, some felt parents read emails more than WhatsApp's so we would try this more.
- Teacher support varied and CW felt knowing dates for the full year ahead would help participation of staff too.

Other Business:

Rebecca Kelly who has been a member of the PTA for a number of years and is a current trustee is due to leave at end of year we give huge thanks to Becky for her very hard work and all the time she has given to the PTA over the years. You will be greatly missed!

CW – next year she has an idea for individual wrapped books for Christmas gifts instead of the selection boxes – CW to provide link to the company that Scholes use.

Brownlee bike event – we can look at bike hire or make people aware this is an option if some parents/kids don't have bikes.

Film night – KS1 need chairs in their rooms for comfort and to help them sit still. We also need better sound systems in the two classrooms as the volume was quite low. Do we serve food?

We need a parent from Year 1 to join the committee chat group so they can forward on messages to the year group. It's very frustrating that no one has volunteered to do this as the whole year is missing out on information and activities we work very hard on.

Agreed Actions:

- CM to write an A4 sheet which would be shared with parents about what the winter walk was in more detail so people could make a final decision to support or not. If enough people volunteer and share the work we can all enjoy events rather than a few bearing the work
- The new school year events will be agreed in advance of September and shared on the school calendar so parents and teachers are aware.
- CM to add LM to trustee chat group.
- CW to send an email to parents to express the need for their support of events including dates for the remainder of this year.
- AF and DR to speak to parents with children in Y1 for someone to join committee group.

Next meeting

TBC