

Minutes of AGM – 24th November 2021

In attendance:

At the School:

- Caroline Okaroh (Chair)
- Melanie Ford (Secretary)
- Andrew Jones (media and communications)
- Derek Hamer (treasurer)
- Ms Lewis – Head
- Annabelle
- Jackie Huntley

Virtually: a number of teaching staff and parents also attended (virtually)

- 1) Introductions
 - a. Ms Lewis made the introductions
 - b. Meeting held in the school and remotely via Teams
- 2) Past fund raising and expenditure
 - a. Treasurer confirmed that there is currently £6700 in the bank
 - b. The PTA have agreed to reimburse the school for maintenance work on the playground and the oxford owls subscription
 - c. Other things paid for during the last 12 months are the annual Tecniquest membership and kindles in nursery
 - d. Fund raising has been limited over the last 12 months due to restrictions
 - e. Lolly sale in the summer raised approximately £130
 - f. Christmas events of 2020 such as the remote fair, raffle etc raised circ = £800
- 3) Expenditure request
 - a. Ms Lewis asked the PTA to consider the annual £100 per class for expenses
 - b. The treasurer will check the minimum level which we are permitted to keep in the account and providing we do not go under this then this can be approved
 - c. The teachers would also like to do a review of the sports equipment so that it can be considered what additional equipment would assist such as balls and hoops etc. - school will do an audit to see what this would require
 - d. Because the PTA is such a small team and have been limited by Covid and full time working, the activities planned for Christmas are going to be limited. When we know what funds the PTA will raise over the Christmas period then the school can consider prioritising requests
 - e. In pre-covid the PTA would raise circ £6000 per year but in the last couple of years the this has been down to £1000 - £1200
 - f. At the moment the government guidance is still that we cannot do activities in the school but hopefully as the weather picks up and we are able to do activities outside, we will be able to raise some more funds over the spring / summer period
- 4) Voting
 - a. PTA is currently down to 4 members and so new input is needed
 - b. No nominations have been passed to any PTA members ahead of the meeting
 - c. Starting with Chair – Caroline Okaroh would like to step down
 - i. Chair provided some background into the role which could be a joint role.
 - ii. Chair confirmed that the workload is very much shared between all members of the PTA and so this is a collaborative role
 - iii. The role Involves being the main link between the PTA and the school
 - iv. No volunteers were coming forward for this role. Caroline agreed to stay in this role until next Spring but after the summer will no longer have any children in the school and therefore will no longer be able to be on the PTA
 - v. Nominated Caroline back into the role and approved.

- d. Treasurer role
 - i. Derek provided some background into the role which comprised of being responsible for keeping the books
 - ii. Tracking money coming in and out of the account and submitting the books to the Charity Commission every year
 - iii. The role can also involve getting involved with events and the person to take this on could do as little or as much as is needed
 - iv. Derek confirmed that he is happy to sit behind the scenes and do the books if there is there is someone who may be able to put forward, but does not have the capacity to take on a large role in the PTA
 - v. Robin Armstong was nominated for this and appointed into the role.
- e. Vice Treasurer
 - i. Elroy Pearman nominated for this role which was approved and Elroy was appointed into the role
- f. Secretary
 - i. Melanie Ford is willing to continue with this role and was nominated and approved
- g. Communications and media
 - i. Andrew Jones is willing to continue with this role and was nominated and approved
- 5) Christmas planning
 - a. The PTA has a limited time frame to get activities organised this year and we are still restricted in relation to access to the school
 - b. It was agreed that the virtual market would struggle this year, it was a lot of work for limited return and as there is more access this is unlikely to be as success this year
 - c. Break up on the 17th so limited amount of time
 - i. Calendars
 - 1. Teachers are dealing in the school, information has been sent out and this is underway
 - ii. Christmas Raffle
 - 1. The raffle does raise funds but not as much as when selling the paper tickets and having the fair where additional tickets are purchased.
 - 2. Due to the limited funds raised the first prize was previously £100 but going to have to reduce to £50 this year
 - 3. We have already approached some local businesses to see if they will be able to assist with this.
 - 4. Jackie Huntley volunteered a prize from Ground Coffee Shop in Cardiff
 - 5. Secretary to send the usual emails out to the normal circulation list
 - 6. Teachers hamper
 - 7. School to add to the newsletter to see if any parents have donations for the raffle
 - 8. Derek will set the Raffle up remotely and provide training to others in relation to the online platform
 - iii. Jolly bags
 - 1. The school have agreed that we can do this though it will need to be done by class to avoid cross contamination
 - 2. Teachers will organise in classes
 - 3. Plain bags and the children can decorate

4. Melanie Ford will order the bags so that they can be sent out ASAP
Bags to be returned by the 10th so that they can be done in the last
week of term

6) AOB

- a. Melanie Ford to obtain telephone numbers of new members and to set up a new
WhatsApp group to include new members who would like to assist but do not wish to
take up a formal role