

## Minutes for AGM – 25<sup>th</sup> October 2023

### Attendance in person and via teams

#### 1) Past fund raising and expenditure

- a. Robin has prepared a schedule of the income and expenditure for the last year. Some of the key events have been
  - i. Christmas fair = £2696.33
  - ii. Sponsored Walk = £1613.99
  - iii. Summer Fair = £2731.21
  - iv. Christmas Cards = £403.61
  - v. There were then other events, such as cake sales, break the rules days, etc
  - vi. Total raised for the year ££070.51
- b. Expenditure = £300 per class for
- c. £5331.96 for playground equipment

#### 2) Expenditure request

- a. Teachers to consider requests for fund raising over the next 12 months
- b. We would like to be able to tell parents what the money is being raised for
- c. Outdoor playground equipment is a continued expense along with resources for the classroom

#### 3) Voting

- a. Chair
  - i. Currently held by Melanie Ford
  - ii. Melanie was nominated to continue with this role which was agreed by the committee
- b. Vice Chair
  - i. No one in this role
  - ii. There were no nominations or requests to take on this role and so we will continue without a vice chair
- c. Secretary
  - i. Currently held by Vickilea who was nominated to continue with this role which was agreed by the committee
- d. Vice Secretary
  - i. Currently held by Laura Davies (absent)
  - ii. Laura had previously indicated that she would be happy to continue in this role and was nominated to continue with this role which was agreed by the committee
- e. Treasurer role
  - i. Currently held by Robin Armstrong
  - ii. Robin was nominated to continue with this role which was agreed by the committee
- f. Vice Treasurer
  - i. Currently held by Elroy Pearman
  - ii. Elroy was nominated to continue with this role which was agreed by the committee
  - iii.
- g. Communications and media

- i. Currently held by Andrew Jones
- ii. Andrew was nominated to continue with this role which was agreed by the committee

h. There were no further nominations

4) Christmas planning

a. Fair will take place after school on Wednesday 6<sup>th</sup> December

i. Grotto

- 1. We have a Santa
- 2. The decorations for the Grotto have not been updated in a number of years so agreed that we would invest some funds in updating the decorations for this
- 3. Melanie Ford to look at a back drop
- 4. Agreed that we would also purchase some canvas to create some signs in the entrance to try to spread out the fair and make sure people are aware of what is there

ii. Jolly bags

- 1. There has been a request on the face book page not to do these
- 2. Discussed potential alternatives to this but struggled for ideas. The pta have tried to think of something else which is simple and raises so much money
- 3. Teachers confirmed that the children love the Jolly bags and they are always one of the first things to go
- 4. Discussed whether we put raffle tickets on the bags so that people don't pick them and get what they get
- 5. Also agreed that we will make it clear to parents that they are not compulsory
- 6. Create spare ones for the PTA members to make up
- 7. Melanie ford to order bags on line

iii. Games

- 1. Last year we moved away from sweets as prizes and purchase small gifts, snap bands / key rings etc.
- 2. It was agreed that this was a good idea and to stick with gifts this year
- 3. Melanie Ford will order on Amazon
- 4. Teachers to check if we need to purchase / update any of the games
- 5. Usually have
  - a. Hook a bauble
  - b. Reindeer hoop toss
  - c. Drop a coin on Rudolf (Marcia to donate fish tank again)

iv. Food

- 1. Hot dogs
- 2. Considered options but needs to be quick and easy to eat and have limited options for ovens etc so limited in relation to what we can do
- 3. Will do refreshments and mince pies etc
- 4. Cake sale

v. Sweet and hot chocolate cones

- 1. We will do the hot chocolate reindeers
- 2. Going to see if we can look at some hot chocolate bombs as well
- 3. Perhaps reindeer food
- 4. There was a discussion about making sweet cones more environmentally friendly and so we looked at some paper bags instead of the see through plastic bags. The issue is that these tend to be sold alongside the Jolly bags and it then becomes another hidden bag of sweets and so there is duplication

5. Options are to leave the sweet bags and not do them, or to do them and accept they are not environmentally friendly or think of another way to sell sweets the fair
6. We could do a pick and mix option – or pre made bags which are sold with the snacks and refreshments instead of the jolly bags

vi. Choir sing

1. School will arrange

vii. Calendars

1. Anabelle has worked out that these are cheap to make and are popular so the teachers will create these again.
2. Sell before and at the fair

b. Raffle

- i. Discussed first prize. Have done cash over the last few years and this seems the most appropriate prize, anything else such as a voucher or game is more limited
- ii. Previously done £100 but the raffle does raise a lot of money and inflation is high
- iii. Agreed to increase to £150
- iv. Approach local businesses for other prizes
- v. Hopefully may be able to get a Turkey, MOT, umpa lumpa
- vi. Going to approach Seabreeze and see if they may be willing to sponsor the first prize

c. Cards

- i. These have been sent off and should be back for sale shortly

5) AOB

a. Christmas concert for 2024

- i. The pta thought that this would be something nice to subsidise for the children but we were too late to organise for 2023
- ii. The tickets for 2024 will go on sale early in the new year and so we need to get onto this to get everyone into the same sitting
- iii. Discussed a number of options including pagent rooms in Penarth and places in Barry but the Sherman is the place which seems to be most suitable for school trips
- iv. It is expensive and (especially for coaches) but PTA believe that this is something that parents would approve of and there will be many children who may not get to go to the theatre in other circumstances.
- v. Suggested a donation of something in the region of £7-£8 from parents and then the PTA will subsidise
- vi. If there are parents who cannot afford this we can then look at other options. Discussed the PTA subsidising further but also discussed giving the parents the option to purchase and etc ticket to support others.
- vii. Agreed that we can look to try to get the tickets in the diary when they are released and can then look at transport options