



## Mulbarton Primary School PTA

Charity number 1036899

### Annual General Meeting 2024 Wednesday 2 October 2024 – 7.30pm

#### Attendees

Adam Barber	Trustee / Chair	N. Hall	Headteacher
Lisa Colledge	Trustee / Secretary	R. Goldspink	Staff
Jo Price	Trustee / Treasurer	E. Wyer	Staff
		D. Soanes	Parent / carer
Helen Johnston	Trustee / Parent	K. Murdoch	Parent / carer
Carla Oxbury	Trustee / Parent	K. Johnston	Parent / carer
Jo Doughty	Trustee	A. Kerrison	Parent / carer
Fiona Dye	Trustee	J. Worship	Parent / carer
L. Brooks	Trustee / Staff		

#### 1. Apologies for absence

None noted other than some Trustees who were running late

#### 2. Minutes of last year's AGM held October 2023

Available online or on request

*Before the Chair's Report, there was a presentation to review the activities in the last academic year:*

- *October Disco*
- *Christmas Pantomime for the school*
- *Christmas Raffle*
- *Children's Christmas Cards*
- *February Disco*
- *Summer Fayre & Raffle*
- *Year 6 Leavers Festival*
- *Pre-Loved Uniform Sales*

*Plans for this academic year include:*

- *£750 pledged to each year group to allow for spend to be built into planning*
- *Reception teddy bear's picnic – September 2024*
- *Autumn disco – 11 October 2024*
- *Christmas Cards – children to design (in action as we speak!)*
- *Christmas Raffle*
- *Spring disco – 7 March 2025*
- *Summer Fayre & Raffle – 6 June 2025 (this will be subject to enough volunteers to run effectively)*
- *Year 6 Leavers Festival – date TBC*
- *Proposal to consider a fundraising event / social event for parents / carers*

It was then noted Adam Barber will be stepping down as Chair after many years in the PTA. He has done an amazing job at building the PTA back up, sorting out the charity, organising events and building links with school. The Committee are very thankful for his support.

#### 3. Chair's Report for 2023/24

Adam Barber joined the call to provide a summary of his involvement over the last year, and last six years. He thanked the wider school community and PTA Committee for their support. He reluctantly has to step down for personal reasons however he will remain involved in the PTA as needed. He noted he was proud of the PTA and what it had achieved.

N. Hall thanked Adam and the wider Committee for their continued support to the school.

#### 4. Treasurer's Report for the year ending 31 August 2024

Jo Price presented the draft accounts and Treasurer's report for the year ending 31 August 2024.

The PTA raised c£5,000 (after event expenses) across all of the fundraising events previously mentioned, with the summer fayre raising the most funds (£3,500 after expenses). We also received a further c£900 in donations / grants.

This year the PTA spent / contributed to the school c£9,000 – funds were spent on:

- WOW day contributions (c£2,300)
- School trip travel contributions (c£800)
- Reception outdoor play equipment (c£1,600)
- Pantomime (c£1,400)
- Diversity toys and books (c£900)
- Class Christmas gifts which were used to buy globes, games and magazines (c£450)
- Sound equipment, science club equipment, replacement outdoor tent and relaxation club furniture (c£1,300)

L. Brooks noted she would remind staff of available funds and ensure staff send the PTA photos of WOW days etc to publicise the use of funds.

#### 5. Appointment of an Independent Examiner of Accounts for the year ending August 2024

An independent examination of charity accounts is only carried out when a charity's annual income is over £25,000. Income this year totals £9,600. However, the accounts for the year ended 31 August 2024 will be checked by an independent qualified accountant anyway before submission to the Charity Commission.

#### 6. Election of Officers and Trustees of the Committee

	<b>Proposed by:</b>	<b>Seconded:</b>	
<b>Chair / Co-Chair</b>			
Lisa Colledge	Helen Johnson	Jo Price	No objections
<b>Secretary / Co-Chair</b>			
Carla Oxbury	Lisa Colledge	Jo Price Helen Johnson	No objections
<b>Treasurer / Co-Chair</b>			
Jo Price	Lisa Colledge	Helen Johnson	No objections

Jo Doughty and Fiona Dye will also be stepping down from the Committee and removed as Trustees. The Committee thanked them for their support.

It was noted if anyone would like to become an official committee member (which entails being named as a Trustee and attending meetings when possible, helping organise events etc) please contact the PTA. But you don't have to be an official committee member / Trustee to help – all parents / carers belong to the PTA and can help as and when they can.

#### Special Business

- It was agreed the PTA policies require no change.

## **Any Other Business**

- Disco plans
  - Chilly is confirmed
  - Need to confirm squash and biscuit stock and place a Tesco order **ACTION Carla to check stock and Jo Price to place a Tesco order**
  - Need to arrange cash floats and source Sum Up machines **ACTION Jo Price to arrange**

E. Wyer suggested a system where parents pay beforehand online to stop the queuing beforehand. **ACTION N. Hall to investigate if the PTA can use Wisepay**

- Christmas raffle
  - Need to source raffle prizes **ACTION Jo Price to arrange FB posts**
  - K. Murdoch suggested it was better to visit businesses in person than send letters
  - **ACTION Jo Doughty and Jo Price to collate list of businesses we usually contact to avoid duplication**
- Christmas cards
  - The children have already started their designs and the teachers will have them back by 11 October so the 'shop' will be available for people to purchase in time for late November / early December delivery
- It was noted the classes were very thankful for their Christmas gifts last year
- There will be no Christmas Fayre again this year however N. Hall confirmed the children will perform during a carols and crafts event.
- Other ideas suggested: calendar / artwork, book / board game swap shop
  - **ACTION N Hall to discuss artwork possibilities with Miss Savory during creative week or art classes**
- Adult evening fundraiser to be considered – bingo / quiz etc
- It was noted we have PTA committee members / representatives covering all years except Year 1 and 5 which needs to be considered
- N. Hall noted the school would like the PTA to consider funding a pond dipping platform – this was agreed by the Committee