



Mulbarton Primary School PTA

Charity number 1036899

Annual General Meeting 2023 Wednesday 13 September 2023 – 7.30pm

Attendees

Adam Barber	Trustee / Chair	C. Woolworth	Parent / carer
Joanne Price	Trustee / Treasurer	T & M. Barnes	Parent(s) / carer(s)
		Helen Johnston	Parent / carer
N. Hall	Headteacher	S. Woodwatts	Parent / carer
L. Brooks	Trustee / Teacher	E. Curtis	Parent / carer
Jo Doughty	Trustee / Parent	H. Gower	Parent / carer
		Carla Oxbury	Parent / carer
		Fiona Dye	Parent / carer

Adam Barber welcomed the attendees and introduced himself

1. Apologies for absence

Apologies from Lisa Colledge (Trustee / Secretary) and R. Harvey

2. Minutes of last year's AGM held October 2022

Available online or on request

3. Chair's Report for 2022/23

Adam Barber provided a summary of the last year's activities after a few years of "unprecedented" times.

The objectives of the Parent Teacher Association is to organise fundraising events and activities where possible and make these as much fun as possible, to involve as many people as we can, and to access funding and grants on behalf of the school where applicable. As parents, grandparents, carers, teachers and TA's of the children of the school, we are automatically members of the PTA.

In the past school year we have been able to continue our reboot our fundraising and activities for the school family.

During this year, Adam has continued to support our school donating IT displays for classrooms and offices, 24" screens for all areas and some larger display equipment.

This year, we welcomed our new headteacher Mrs Hall, and it's been a very collaborative, progressive, engaging and constructive "can do" at so many levels journey. Thank you to Mrs Hall, Mrs Brooks and her entire team.

We have received many generous donations from families and local businesses, this has been so appreciated and vital to making such a difference – thank you. It goes without saying, that without all the PTA helpers, who generously give their time with time, ideas, driving ideas forward, stalls, lend equipment, sponsor, donate and contribute, there would be no PTA events.

4. Treasurer's Report for the year ending August 2023

Jo Price presented the draft accounts and Treasurer's report for the year ending 31 August 2023.

Even with the cost-of-living crisis hitting us all we were very pleased to raise £7,617 (after expenses) at our events.

We decided this year not to charge for admission at the Summer Fayre (but still raised the same amount as last year!) and members of the Committee have spent hours organising pre-loved uniform to not only raise funds but also support school families and the environment.

This year we have spent c£2,400 on items for the school including:

- Year 4 dance workshop, Year 2 Mini Monsters workshop, Year 3 Knapple WoW event and Year 5 Egyptian workshop (c£1,000)
- We purchased new shelters which were not only useful for the Summer Fayre but are now available to the school to shelter the children during sports days etc (c£800)
- We also provided coronation gifts to the children (c£100)
- We spent time and c£400 organising the Year 6 leavers Summer Festival which was great fun!

N. Hall passed on thanks from the school for contributions from the PTA to support the school budget during these tough times.

It was noted there would not be a Christmas Fayre this year to focus all efforts on the Summer Fayre. Fiona Dye is however arranging Christmas Cards with plenty of time before Christmas and there will be a Christmas online Raffle. It was also noted Chilly the Entertainer was booked for two events already this year.

PTA newsletter to be circulated with dates for parents.

Need to push EasyFundraising this year as no more Amazon Smile.

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

An independent examination of charity accounts is carried out when a charity's annual income is over £25,000. This year our income only totalled £11,410. However, the accounts for the year ended 31 August 2023 will be checked by an independent qualified accountant anyway before submission to the Charity Commission

6. Election of Officers and Trustees of the Committee

	Proposed by:	Seconded:	
Chair / Co-Chair			
Adam Barber	Helen Johnson	Fiona Dye	No objections
<i>Adam is happy to stay on as Chair however the role needs support of the whole committee to ensure everyone is supported over the coming year and more collaboration</i>			
Secretary			
Lisa Colledge	Joanne Price	Helen Johnson	No objections
<i>Lisa noted before the meeting she was happy to continue in this role</i>			
Treasurer			
Jo Price	Adam Barber	Helen Johnson	No objections

- Jo Doughty and L. Brooks are also happy to continue as Trustees (no objections)
- Fiona Dye, Carla Oxbury and Helen Johnson all voted on as new Trustees (no objections)

Special Business

- The relevant PTA policies were circulated (Safeguarding Policy, Financial Control and Expense Policy, Code of Conduct and Conflict of Interest Policy) - all approved subject to any comments fed in after the meeting.
- Jo Price noted the current committee had been unable to find a copy of the PTA's constitution therefore unless the Charity Commission were able to supply a copy, the committee proposed adopting the ParentKind Model Constitution – all agreed. *The PTA's constitution was subsequently sourced from the Charity Commission.*

Any Other Business

- Planning needs to begin for the next disco (13 October). Volunteers needed and need to advertise date
- Pantomime booked to be paid for by the PTA (7 November) for all years – one morning and one afternoon performance. **ACTION: Lisa to check if this includes EYFS in the morning**
- Christmas cards in hand with a request from school to get the template to teachers before October half term to allow them to plan for the art work **ACTION: Fiona to send Jo Price the timetable for planning purposes**
- Potential Christmas movie and hot chocolate event discussed with Santa. Need to investigate licenses required etc
- Jo Price to organise Christmas online raffle but everyone needs to start to collect raffle prizes – quality over quantity this year. Discussed linking this to the Santa Run
- Santa Run being organised by Carla Oxbury. N. Hall to review letter to owner of Common to see if we can use it, if not Plan B is to use the School fields. 2K run. Governors already approved

Adam and Jo thanked Carla for her support, especially with the gardening club in the last year

- Second disco booked for 9 February
- Summer Faye planned for 17 May
- More volunteers needed for events (Aviva parents have mentioned using their charity days)

N. Hall left the meeting but again thanked the PTA for its continued contributions

- Carla and Adam discussed the efforts they have made to engage the local Solar developers for STEM funds and engagement with the children
- Potential Easter colouring competition discussed
- Potential Art Exhibition fund raiser event also discussed
- Adam and Jo thanked Carla for her efforts organising pre loved uniform
- Carla noted the need for more storage as the rails are heavy to move. **ACTION: L. Brooks to discuss with N. Hall**
- Discussed the need to publicise pre loved uniform more and potentially invest in new rails. Jo mentioned the potential to obtain funds / grants for this project
- Discussed preparing a PTA invitation / summary note to be shared with all parents to encourage more volunteers and share dates of events **ACTION: L. Brooks to discuss with the office if this can be shared in hard copy as a one off**
- Discussed the need to ensure we have Year Group PTA representatives (agreed in the meeting as attendees covered all year groups) and potential children representations / children PTA council for ideas **ACTION: L. Brooks to discuss with N. Hall**

- **ACTION: Lisa to arrange half termly meetings for the PTA committee (second Wednesday at the social club)**
- Need to update the website and PTA Facebook page regularly to get ideas
- Discussed the use of a Whatsapp group for sharing of ideas between committee members
- Consider need for PTA 'Dream Team' facebook page and replace with sub committees for events with a lead to drive progress