

Woodthorne Primary School PTA AGM
Tuesday 3rd November 2020

Attendees -

Jin Atwal (Outgoing Chair), Jene Knight (New Chair), Abby Lovatt (New Vice Chair), Malc Lovatt (Outgoing Treasurer), Anna Barrell (New Treasurer), Anna Baker-Rice (New Secretary), Gerry Pedder (parent volunteer), Afzal Patel (parent volunteer), Sarah Green (parent volunteer), Lahari Rajeev (parent volunteer), Lucy Hodgkiss (Teacher PTA link), Ruth Edwards (Teacher PTA link), Tom Hinkley (Head Teacher).

NB. This AGM was carried out remotely via Zoom, due to lockdown restrictions arising from the Covid-19 pandemic.

1. Apologies -

None

2. Introductions & Election of PTA roles

- i) All attendees introduced themselves.
- ii) There have been 4 nominations, one for each role, as follows;
- iii) Chair: Jin Atwal stepping down as Chair. Proposer: Jene Knight. Seconded: Abby Lovatt. JK left the meeting & a discussion was held. JK returned. The meeting agreed on JK as new Chair. JK thanked JA for chairing & for his support over the last year. Tom Hinkley also thanked JA for his work with the PTA. JA wished the PTA all the best for the coming year.
- iv) Treasurer: ML stepping down as Treasurer. ML has enjoyed the role, but needs to cease due to work commitments. Proposer: Anna Barrell. Seconded: AL. AB left the meeting & a discussion was held. AB returned. AB confirmed as treasurer for 2020/21. JK & TH thanked ML for all of his support in the role last year.
- v) Secretary: AL stepping down as Secretary. JK thanked AL for all of her work last year. Proposer: Anna Baker-Rice. Seconded: JK. ABR left the meeting & a discussion was held. ABR confirmed as secretary for 2020/21.
- vi) Vice Chair – Proposer: Abby Lovatt. Seconded: AB. AL left the meeting & a discussion was held. AL confirmed as vice chair for 2020/21.
- vii) We need volunteers to support the committee for events and fundraising. JK thanked the new faces for coming along this evening.

3. Minutes & Actions from last meeting – 5th February 2020. Minutes were agreed as an accurate record and signed by the Chair.

4. 2019/2020 Successes

- Jene ran through the list of events completed in 2019/20. The meeting acknowledged that fundraising opportunities / events were inevitably limited by the Covid-19 lockdown period.
- The following events were completed;
 - i) Halloween Disco (Autumn Term 2019) – this event went very well. It was the first cashless event run via ParentPay. There were three short fun-filled events, suitable for the different age groups, snacks were provided and all of the children enjoyed.
 - ii) Christmas Fayre (December 2019) – this was a large event, run with many volunteers, new ideas were organized, Santa’s Grotto, £1.3K profit. The children loved this event!
 - iii) Christmas Gift Shop – this event was again run via ParentPay, and was very well received.
- The following events were cancelled for the period;
 - i) Mother’s Day Shop (20.03.20)– all gifts were purchased for this event, there was more uptake via ParentPay than for the Christmas Gift Shop, however unfortunately due to the onset of Covid-19 the shop didn’t take place. Perishable items were removed; however, non-perishables remain in the PTA shed at school.
 - ii) Easter fundraising plans – postponed
 - iii) Summer Fayre (10.07.20) – cancelled

5. Treasurer’s Update / Annual financial report 2019

- Malc completed the annual tax report for the meeting.
- Malc updated current expenditures and balance.
- Recurrent annual expenditures covered by the PTA amount to approx. £1700.

6. Christmas Fundraising Ideas

- Virtual Raffle - £1 per ticket, via ParentPay. **Action** – Abby to confirm prizes leftover from last year’s raffle (Kindles, Echo Dots). **Action** – Anna Barrell & Anna Baker-Rice to begin compiling list of possible prizes & donations.
- Lahari – discussion around whether virtual Christmas parties would be possible? 15-20 children per party, DJs via Zoom.
- Afzal – dedicated zoom discos / entertainers are available, who could run games and dance competitions with the children.
- Mr Hinkley – this idea is great; however, we do need to be aware of the possible safeguarding implications of such an event if school were in effect running the parties. **Action** – Mr Hinkley to look into this & take advice from local safeguarding agencies.
- Abby – can we consider ‘donations support’ for certain children, if it is an event for all to join in with, to prevent anyone from missing out?

- Ruth – Parents quiz? Could be something to consider in the Spring, if in person fundraising is possible by then.
- Abby – ‘Name the Reindeer’, parents pay via ParentPay. **Action** – Abby is happy to source & buy a reindeer again. Jene – to look into possible databases.
- Lucy – Christmas Cards – children’s designs have now been sent home. Once the order forms are completed and returned to School, these will be quarantined for 72hrs and then Sarah Fellows will arrange collection & delivery from the card company. Parents pay on ParentPay. Proceeds suggested to go directly to PTA funds rather than School funds this year.
- Abby – Christmas trees. School request 2 trees as per last year. Old Tree Nursery, £50/each. **Action** – Abby is happy to collect trees again this year.
- Christmas books – do we want to do this, this year? Currently approx. 430 children on roll. Some providers e.g. The Book People have ceased trading. Cost would usually be £1 / book. **Action** – Jene / Committee to consider asap within the next few weeks due to ordering. Volunteers to help with wrapping books.
- Mr Hinkley – Christmas Baubles – design a bauble competition, with a prize per Key Stage. Baubles delivered to school, go home to decorate, are returned & quarantined in school. Cost – 50p/ £1 per bauble? **Action** – Jene / Committee to source & order baubles.

7. Birthday Celebrations in school

- Discussion about whether we could support School to offer weekly class birthday parties (e.g. every Friday afternoon) as reported from another Academy Trust, to acknowledge & celebrate all children’s birthdays (including starting with those which would have occurred during lockdown).
- School staff stated that birthdays are currently acknowledged in both KS1 & 2. The group liked this new idea as a way to extend what is currently possible.
- **Action** – Mr Hinkley to consider whether class birthday parties may be possible.

8. Match funding

- This is an opportunity for the PTA to increase our fundraising by asking parents/carers to approach their employers to match any funding within a particular calendar period.
- Abby confirmed there was one match funder last year.
- PTA would like to add a flyer to the Woodthorne PTA Facebook page to advertise match funding to parents/carers, and also email round an information letter to parents.
- Mr Hinkley confirmed that all parent/carer details were updated during the Covid lockdown period so that will be helpful as contacts should be correct.
- Action – Anna Barrell to confirm last year’s match funder / and to seek further donations.

9. Requests for funding

- i) KS1 interactive whiteboard
- ii) Ruth stated School are desperate for staff iPads, especially for the new PE program, as all information & assessments have to be logged during lessons. School request possibly x12 iPads (x2 per year group Y1-6). The meeting agreed this may need to be an ongoing project, given current restrictions on any 'in person' fundraising.
- iii) Miss Swann has requested a camcorder for recording & showcasing pupils' work to parents/carers in the current situation. Request for x2 camcorders (one for each side of school).
 - Afzal - suggested looking at digital SLRs/ refurbished models to reduce cost.
 - Could we use 'Black Friday' sales? (Fri 27th Nov 2020).
 - **Action** – Jene to cost camcorders & communicate information back to School.
- iv) Cups, plates, squash for class Christmas parties.
 - Abby asked for School priorities, TH confirmed:
 - i) Camcorders
 - ii) Interactive Whiteboard KS1
 - iii) iPads – longer term project

8. Actions summary

- **Action** – Abby to ask Kate to update the PTA meeting poster
- **Action** – Jene to source possible camcorders / prices
- **Action** – Abby to ask Kate to design a flyer for Christmas fundraising events (once these are confirmed)
- **Action** – Anna Barrell to contact last year's match funder / begin to enquire as to any other possible funders
- **Action** – Abby to confirm prizes leftover from last year's raffle (Kindles, Echo Dots)
- **Action** – Anna Barrell & Anna Baker-Rice to begin compiling list of possible prizes & donations.
- **Action** – Mr Hinkley to consider the possibility of virtual Christmas parties & take advice from local safeguarding agencies.
- **Action** – Abby to source & purchase x2 Christmas trees
- **Action** – Abby to source & purchase reindeer for 'Name the Reindeer'
- **Action** – Jene / Committee to consider asap within the next few weeks due to ordering. Volunteers to help with wrapping books.
- **Action** – Jene / Committee to source & order baubles for the competition
- **Action** – Mr Hinkley to consider whether class birthday parties may be possible
- **Action** – Jene to cost camcorders & communicate information back to School.

9. Any other business –

- i) Ruth - Miss Laird is running School Council with Mrs Gakhal this year. They

have said that they are very happy to support fundraising. Potential difficulties with children not able to move across bubbles in School. Could the pupils perhaps design posters / Name the Reindeer?

10. Date for next meeting – Tuesday 1st December @ 6.30pm via Zoom

- **Action** – Abby to ask Kate to update the PTA meeting poster
- **Action** – Jene to send out Zoom invitation for next meeting.