

Minutes of the PTA Annual General Meeting (AGM)

Wednesday, 6 October 2021, 7.30pm

In attendance:

Laura Kennedy and Clare Harries (out-going co-chairs), Richard Poulton (treasurer), Angharad Paterson (headteacher), Leigh-Ann Beel (school office staff), Kristina Copp (incoming chair), Karen Gordon, Carol Paddison, Hayley Lampshire (incoming yr 1 rep), Hannelie Orna-Ornstein, Laura Stewart, Tracy Westgate, Vic Davies, Lauren White, Sarah Austin (incoming secretary and yr 2 rep), Anita Weltz (incoming yr 2 rep).

1. Introduction and welcome from the co-Chairs

2. Apologies for absence

Philippa Rayner
Catherine Jones
Caroline Hone
Jahnvi Pandya
Naz Birsen Ozdemir
Faye Bell
Eve McEwan
Charli Tizard
Kirstie Buckridge

3. Chairs' Report

Events

- Christmas Window Trail was popular with lots of volunteers meaning three trails in different parts of Hitchin. There was some disappointment afterwards with people not getting promised house points - mainly because of the school closure due to the pandemic and a system not being set up to award these
- Christmas Goods (wreaths, reindeer food and hot chocolate)
- PTA Big Raffle- Winter and Summer
- Easter Challenge - prizes were offered for these - £5 book vouchers - which were issued via the school.
- Christmas Cards

Ongoing Fundraising

- Party pack - now available for use
- Easyfundraising
- Amazon smile
- Textile recycling bin
- One off or direct debit via Charity Aid Foundation

- Currently can fundraise through:
 1. Easyfundraising
 2. Amazon smile-share with wider families
 3. One off or direct debit via Charity Aid Foundation

Meetings

- All online

4. Treasurer's Report

Mary Exton PTA Accounts Summary		
01/09/2020 to 31/08/2021		
Total Amount Held		12939.87
Summary		
C/A ****7338	Opening Balance	9247.23
	Closing Balance	12221.47
	Movement	2974.24
Savings ****0147	Opening Balance	529.33
	Closing Balance	618.40
	Movement	89.07
Petty Cash Float		100.00
Income (Current Account ****7338)		
Recycling Bin Income		0
Easy Fundraising		191.57
Cake Sales		0.00
Xmas trail and gift sales		530.50
Charities Aid Foundation (Donations)		615.17
Film Nights		0.00
Big Raffle		423.00
Easter		1203.50
FITS		0
Summer fund		347.30
Ice Cream Sales		0
Tupperware Hire		0
Total Income (****7338)		3311.04
Expenses		
Xmas Expenses (C Harries)		114.80
Lottery Licence		20.00
Parent Kind - PTA Membership		111.00
Herts Catering Ltd		91.00
Total Expenses		336.80
C/A Income less Expenses		2974.24
Income (Savings Account ****0147)		
Amazon Smile		89.02
Interest		0.05
Total Income (****0147)		89.07

Following Richard's runthrough of the above income and expenditure, there was some discussion of the clothing bin and that the potential of this isn't being realised, as some parents weren't aware we got money from that. It was agreed that we could potentially spread the word to the wider community to use it and raise more BUT that this could only be once we're happy with the safety of the bin, which is currently difficult to operate and has caused injury. Mrs Paterson mentioned checking in with school staff to confirm what discussions have already occurred around this and what options for mitigation are. The PTA was previously approached to potentially cover the cost of levelling up the ground under the bin, but that the cost of that had outstripped the income we get from it.

5. **Wishlist for the coming year**

Angharad (AP) updated us on the impact of PTA spending to date and wishes for the coming year:

The **whiteboards and tablets** paid for by the PTA have been vital. Tablets are being used in every year at every level and the ideal is that each class has a set of laptops separate from the patops loaned out for individual use. Devices have always been essential in class but are even more so since the children are used to the new systems of having worked online over the last year and a half.

It's **hoped the defibrillator will be in place by Christmas** – the pandemic has caused a backlog on training, and we can't have it until training has been given. It will be outside, inside the school gates but close enough that someone could jump over and use it from the wider community if needed, but there would be a code entry system and a number to call to access, for safety and security.

Next is the next set of chromebooks to achieve coverage for each class - 3 more whiteboards are out of date/needed due to projectors that have been fixed so many times the parts are no longer available, and the KS1 playground equipment*, which is really now in need of replacement.

*The plan is to organise a working party of parents coming to school to dismantle the current equipment - saving a cost of £3k. But even factoring that in, we'd still need a min £12k (up to £30k for better equipment), minus £3k of leftover sports premium funding. This is because, unfortunately, to access the lottery funding we were looking at, we'd have to make the equipment available to the community at all times, which we can't do for the security of the school grounds out of hours.

6. **Discussion on forthcoming events**

There was some discussion of Halloween and Christmas events but agreed that these would be discussed at another date, either through meetings or online channels.

AP noted at this point that bubbles aren't shutting at this point and that there are still controls on people coming in and out of school, especially big groups.

7. **Election of Committee**

These are the positions up for election/re-election – the Chair, Treasurer and Secretary roles must be filled for the PTA to officially/legally continue – all other roles make these three main roles more doable!

Role	Post held in 2020/21 by	2021/2022 Voting details
Chair	Clare Harries and Laura Kennedy	Kristina Copp - nominated by Karen, seconded by Vic
Treasurer	Richard Poulton	Richard Poulton - nominated by Karen, seconded by Tracy
Secretary	Kirstie Buckridge	Sarah Austin - nominated by Karen, seconded by Carol
Class Reps Coordinator	Clare Harries	Clare Harries
Class Representatives	-Reception: Vic Davies (interim) -Y1: Sarah Austin and Anita Weltz -Y2: Kirstie and Jamie Buckridge -Y3: Catherine Jones -Y4: Vic Davies and Caroline Hone -Y5: Clare Harries -Y6: Philippa Rayner	-Reception: Laura S until November 15th when Carol P will take over -Y1: Hayley L -Y2: Sarah A and Anita W -Y3: Clare Harries -Y4: Catherine J and Laura K -Y5: Vic D -Y6: Clare H
Cake Sale/Ice Cream sale Coordinator	(2019/20 - last year when sales were running - role covered by Faye B)	Faye Bell (It was confirmed with Faye by message via Karen during the course of the meeting that she would continue with this role)

Clothing bin co-ordinator	Catherine Jones	Catherine Jones
Temporary Event Notice (TEN) Coordinator	Jahnvi Pandya	Anita W
Publicity Coordinator		Carol P
External Stalls Coordinator		Open (not discussed)
Film Night Organiser		Open
Kitchen Coordinator		Open (not discussed)

8. AOB and close of meeting

AP mentioned that there is now a **full complement of staff in the school office and that support is there** for any payments that need to come through the school systems, any changes and ideas around the way news goes out - maybe better aligning central school and PTA comms in regards to the **newsletters and web pages**.

There was a discussion of the existing **PTA web pages**, the set-up and running costs of these, **social channels**, what these are and could be used for, and how they can be better linked to school's own channels.

Hiring out of the school hall is now up and running again and there is some availability - it does mean school has to be staffed, and hire money comes directly to school not via the PTA but it was agreed that the PTA could help with promoting this.

There was a brief discussion of **match-funding** and that Richard P was able to double the income for one event by securing match funding through his work for only a relatively small involvement in the running of the overall event. There is a potential to promote this much more once events are running properly again – and, as mentioned by Anita – also making use of company **volunteer days**.

Big **thank-yous** to all for coming and making it a useful meeting. Big thanks to Kristina, Sarah, Anita and all taking new roles and continuing. Thanks also to outgoing chairs Clare and Laura.