

OAKWOOD PRIMARY SCHOOL PTA AGM minutes

17th OCT 2023

Speckled Hen

Apologies

Louisa Meikle, Sam Tonkin, Laura Harrison, Sam Bonfield

Attendees - Quorum

Clare Seldon, Amy Wright, Laura Fyfe, Jenna R, Rachael Partis, Adam Giblin, Jennifer Cable, Sarah Tan, Mog Evans, Daniel Callan, Daphne Haitas, Andrew Harvey, Ellen Heinsbroek

Chairs Report

Clare Seldon read out the Chairs report – to be attached with the minutes

No questions were raised following the report

Treasurers Report

Amy Wright read out the Treasurers report – to be attached with the minutes

Following the Treasurer's report a discussion was had about the money in savings for the bike shed. A discussion took place about how much to spend towards the OPAL scheme and the MUGA.

There is still an ongoing discussion with Taylor Wimpey, Oakwood and Verulam regarding the creation of the path from Oaklands Grange along the side of Oakwood and then finish at the entrance of Oakwood School. It appears (from parents that live on the site – see Appendix A) that no progress has been made with the path. There is a path which stops at the boundary of the housing estate. However, the path needs to continue along the boundary of Oakwood, using Verulam School playing field land. Since Taylor Wimpey still do not have planning permission to create the path and there has been no further progress with this a vote took place to reallocate the funds saved for the bike shed to go towards the OPAL scheme and MUGA.

All 13 attendees agreed.

Election of new committee members

The Charity Constitution was checked by Amy Wright. It states that Voters must be present to vote however it does not state that nominees have to be present. They must be seconded via email.

There were no nominees for Chair or Co Chair.

Amy Wright put herself forward for Treasurer. Seconded by Clare Seldon

Laura Fyfe and Sam Bonfield put themselves forward for Co Secretary. Both seconded by Amy Wright.

There were no other nominees.

VOTES

Treasurer – Amy Wright 12 votes

Co Secretary – Laura Fyfe 12 votes

Co Secretary – Sam Bonfield 13 votes

Update from meeting with Mrs Thompson

An overview of last year took place. A discussion was had about this years allocations which was £24k.

The idea of an Amazon wishlist as discussed – Sam Bonfield continues to work on this.

There was a discussion Re: the planning for MUGA and OPAL – Mrs Thompson is producing a timeline for both for governors.

Mrs Thompson was given the PTA calendar to plan events throughout the whole year.

KS1 Gardening lead is still needed.

KS2 gardening storage – Mrs Thompson is now aware that there is a need for garden equipment storage in the KS2 area. A discussion took place about combining the OPAL storage sheds with the gardening sheds. This is going to be reviewed.

Mrs Thompson has said that the school must be locked up by 10.30pm. So all events have to be finished and cleared up by this time.

Past events

Acorns picnic 16th Sept - The event was well attended. There was very minimal cost to the PTA.

Lend a Hand Day on 01st Oct. - The event went really well. The PTA received 22 letters from Rowan class thanking the PTA for creating the KS2 garden. A huge thank you to Laura Harrison, Ferne Gardener and Nick Drew for their expertise and the wider school community for making the day such a success.

Second hand uniform on 04th Oct - The event raised £290 which is an amazing amount. The PTA also gave a large donation of clothes to Acorns who were low on supplies.

Future events

Sip and Paint – 03rd November. - Tickets are still available – please share info around

Wreath making working – date TBC. Melissa Alexander is organising the event.

School disco – 01/11 - This date is the day before the proposed Xmas fair. Sam B is happy to run the event but concerns were raised that there will be less volunteers as the following day is the Xmas fair. However at this stage there is no Xmas fair organiser so may not go ahead. Therefore agreed to get Disco booked.

Xmas Fair –TBC 02/12 1300 – 1600 - There is still no team to organise the event. A lengthy discussion was had about alternatives (having a hybrid fair, walking fair, having a winter experience on a Fri afternoon and a Xmas walking trail).

There was a discussion about the total hours spent preparing for the event compared with the amount raised. However it was highlighted that it is not just about profit but about providing positive experiences for the school and community.

Andrew Harvey has said he would run the Xmas fair if the event could be run in the school with classrooms open. There was a further discussion about delegating a section of the Xmas fair to each year group and giving them the responsibility.

No conclusion and no volunteers to organise the fair.

The PTA to discuss and ask about the use of school classrooms with Mrs Thompson.

Xmas party – 09th December - Tickets go on sale on Fri 20th October 2023. The cost is £23.50. There will be a raffle like last year. Dress code is sparkles. This event will need new organisers from 2025 as the current organisers will be stepping down as their children leave the school.

£2 room 11/12 - Donation day will be on 04/11- Amy Wright is organising

Panto 13th and 14th December. Tickets all sold. We only had to give 11 tickets back. Seating plan to be completed

Hair tinsel event by Harper and Strand - This is to run on the following dates - 20, 21 and 22 December. All the proceeds are to go to the PTA.

Xmas crackers - The PTA and school community to keep an eye out for any deals on Xmas crackers.

Xmas Hampers - TBC if Sophia Fry is willing to organise.

Dec the halls - Amy Wright is happy to run the event.

Xmas Treesy - Communication to be sent out to advertise.

Virtual Panto - The School have decided not to continue with this event

Burns Night - Alison Harvey is organising the event. She is currently looking at venues.

Funding requests

There is a total of £1,489 to spend this term

1) Mr Cowan – PE lead

Requested £500-£600 for 2 new free standing basketball hoops for the KS2 playgrounds. This is to increase activities at playtimes

2) Miss Bird

Requested £197.50 for 5 speed stacking mats. Speed stacking club is a free lunchtime club for year 3 and 4 which runs in the springtime term. Oakwood came 4th out of 22 schools in the speed stacking league last year

3) Sam, Evie and Max Bonfield

Requested a new Table Tennis for KS2 playground. There is currently only one table and children have to queue to wait to have a go. This improves hand eye coordination. Approx £800 for a concrete one. Approx £400 for a foldable one.

Believed that a concrete one would be better for safety

Total for Mr Cowan and Miss Bird approx. £800. These 2 requests were approved.

£689 leftover of this term's pots.

The request for the Table Tennis will be taken forward to Mrs Thompson to ensure that they approve it.

AOB

PTA plus magazine track Oakwood PTA social media and they would like to do an article about our recent lend a hand day. PTA will liaise with the magazine and Laura Harrison.

Racheal Partis updated the progress on the wall art for KS1 and KS2 library. Racheal continues to locate designs.

SADLY.....

We say goodbye to Clare Seldon – Chair of the PTA.

A massive thank you to Clare Seldon for all her hard work and dedication over the last 2 years as Chair of the PTA. Clare has been exceptional and will be greatly missed.

Clare was presented with a gift.

Actions

PTA to discuss the use of school classrooms for Xmas Fair and send out comms about organising group.

PTA to present the idea of a new Table Tennis table.

PTA to ask Sophia Fry if she is willing to run the Hamper event

PTA to confirm dates for wreath making.

 **John Hale** 08:21
To: Joanna Cc: Cllr >  

RE: Footpath from Oaklands Grange to Central Drive

Joanna

I had a meeting with officers at the county council last week as I was concerned at the lack of progress that was being made on this matter.

Regrettably the situation does not appear to have changed since I last wrote to you in April, which I am not happy about. I have therefore asked for another meeting later this month to review progress and for action to be taken in the meantime to move this forward.

There do however appear to be a number of issues, because the path will pass over Verulam School and Oakwood School sites, and the loss of land from both sites requires permission from third parties. Why this has not already been done I do not know.

Apologies for this lack of progress, as I have noted above I am now asking for more frequent meetings so that I can more closely monitor progress.

Best wishes

John

John Hale
County Councillor
Hertfordshire County

Oakwood PTA Chair Report (Oct 2022 to Oct 2023)

Events

1. On reflection from last years report, I note that this was our first full year of events being able to host on the school grounds right from the start of the year, which made it a strong community building year. Lots of our events exceeded previous profits indicating good attendance plus good management skills to keep costs reasonable despite the ever-increasing cost of living crisis.
2. Our **Oakwood Olympics** was re-introduced and including match-funding took over £2,000. The **Christmas Fair** was good to have back in school and the outdoor market part with young entrepreneurs seemed to go well retaining that outdoor feel we'd had from the previous walking fair. We also had match funding supporting that event and the £2 room, and so across December raised £12,201 (see appendix). Despite a wet **Easter Fair** we had great attendance, selling out on most of our stalls and making £616. **OAKFEST** costs increased, and ticket numbers were lower than the previous re-introduction year, so ticket cost v. spend may need reviewing for this year, but still a great total of £4,231.
3. The PTA ran 26 events last year, most were fundraising ones but also ones with an emphasise on community and the environment. We had the new **Bake Off competition** introduced which captured imagination over the Kings Coronation weekend of all age groups, as well as a new event for **Hair Braiding** led by St Albans host Braid Maidens. We also had our first **World Book Day costume sale** which proved popular and raised much more than we'd anticipated. We also continue to raise money through the likes of easyfundraising and Christmas Treeeasy. Oakwood PTA termly newsletters with further details are here: <https://www.pta-events.co.uk/oakwoodpta/index.cfm?event=documents>

Funding

4. Due to a strong 21-22 year, after running costs like insurance and regular school contributions of approx £5k, we had almost £17,000 to split across our three spending pots. (See Appendix)
5. Pot 1: The Outdoor Play and Learning (OPAL) scheme is strongly supported by Mrs Thompson who is currently creating a detailed timeline for when that is coming to school. The MUGA now has planning permission submitted so should be in the ground this year.
6. Pot 2: We were pleased to have more requests from our Pot 2 funds over the year from teachers and TA's, but still lack parent and child requests. We continue to record and look back at what type of curriculum activity and across which Key Stages we have spent against to aim for a fair balance to all areas. We report back on why/if funds were not allocated and encourage them to try again next term if we think relevant.
7. Pot 3: The libraries refresh is imminent and the KS2 gardening beds are already in place. We decided that the UKS2 Resilience workshop should become a regular event so will go into the Annual contributions section going forward.
8. Annual contributions were reviewed, and the online panto removed as feedback from teachers was they didn't want it anymore, and the Acorns welcome packs were replaced with the picnic (as a free event).

Future

9. Working with Mrs Thompson and the Oakwood staff team has been a positive experience and we hope that continues going forward with the once termly School and PTA meetings.
10. A great total raised last year of £24,000.
11. However, a disappointing lack of event organisers so far this year so had to cancel Septembers Olympics, no Autumn Quiz and slow ticket sales on the Sip & Paint (3rd Nov). No one volunteered for Christmas Fair organiser yet, plus lack of committee volunteers for 23/24 year. KS1 Gardening lead also needed asap.

Clare Seldon

16th October 2023

Appendix

2022-2023 spend



OAKWOOD PTA



What have we spent the money on?

Here's what all the money you've raised at our events has been spent on so far this year.



POT 1
50%

Central School Fund

Ms Buckley uses this pot to spend on items she feels will enhance the school.



POT 2
25%

Termly ad-hoc Fund

Split into 3 pots, one for each term.



POT 3
25%

PTA Fund

This pot is used to fund projects that the PTA feels passionately about. The committee and attendees discuss and decide upon how this will be spent in our regular meetings.

OPAL Scheme

Outdoor Play and Learning

£5,000

MUGA

Multi Use Games Arena

£3,455

Annual regular contributions:

Trips and workshops

£2,625

Classroom donations

£825

Lend a Hand/Gardening

Up to **£750**

School Council bid

Up to **£250**

Year 6 leavers fund

£1,050

Acorns Welcome

£50

Christmas Contribution

(Tree, online panto, crackers)

£200

Autumn Term:

Diverse Books

for UKS2 **£600**

E-safety books

for whole school **£200**

Giant Maths Strings

for whole school **£185**

Reading Corner

furnishings
for Beech class **£140**

Spring Term:

Playtime resources

for EYFS/KS1 **£415**

Newspaper subscriptions

for LKS2 **£32**

STEM Merry Go Round

project
for UKS2 **£520**

Protective Behaviours

Books

for whole school **£72**

Inclusive Books

for LKS2 **£720**

Summer Term:

Widget Online - 3 yrs

for whole school **£664**

Play Sand

for whole school **£150**

Flower/Veg Beds

for KS2 **£572**

Resilience Workshop

for UKS2

£538

Libraries Refresh

for KS1 & KS2

£2,300

Flower/Veg Beds

for KS2

£1,300

Who can apply for Pot 2?

ANYONE! (teachers, parents,

children) can apply for funds

from this pot by submitting a

PTA Funding Request Form.

We welcome and encourage

requests from all areas of the

school community. Requests

can be submitted at any time

but we vote once per term on

the requests received. This is

usually around each half term.

How do I get a PTA Funding Request Form?

Send an email to oakwoodptachair@gmail.com to request a form. This is also the email address that your completed form should be submitted to. You can also find the form in the files section of the PTA Events page.

www.pta-events.co.uk/oakwoodpta/

OAKWOOD PTA

£12,200



ADDITIONAL FUNDS APPLIED FOR VIA CORPORATE MATCHED FUNDING £1,708