Date: Tuesday 2nd November 2021

Time: 7:30pm – 9:00pm

Venue: Tudor Grange Academy Primary Perdiswell, Bilford Road, Worcester, WR3 8QA

Attendees: Kate Joels, Esther Kerkhoven, Jenna White, Lorna Napier, Rosie Evans, Lizzie Seconde, Rachel Hughes

Apologies: Gemma Guscott

**Meeting Notes**

AP = Action point from this agenda item, please refer to summary table below for more details.

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| 1 | **Apologies**  Gemma Guscott |  |
| 2 | **Minutes of AGM held on 11/09/19**  The minutes from 11/09/19 AGM meeting were read aloud. |  |
| 3 | **Matters arising from the minutes**  None |  |
| 4 | **Chairs Report for 2019/20 & 2020/21 by Kate Joels**  **2019/20**  The Autumn term started with Movie Munch nights in October, followed by the Christmas card project. There was also a uniform sale followed by a book and tuck shop sale. On the 8th Nov we held our Winter Disco which was well attended and sold glow products. We had DJ Les provide music and games. The annual PTA Xmas Fayre was held on 6th Dec. This included the usual tombola, cake sales and games stalls. Parent Present were created and sold at the fayre this year. The fingerprint mugs and plates were very popular.  In the Spring term we held our Feb Disco. Our book stall sold books on 5th Mar to celebrate World book Day. This year for Mother’s Day presents, we offered primroses.  Due to the Covid 19 outbreak, the government took the decision to close all schools and revert to home learning (with the exception of children of key workers). The school shut on 27th March and did not reopen for the remainder of the academic year. As a result, all remaining planned PTA events were postponed and further fundraising took place in the Spring term.  In the Summer term the PTA offered a virtual Balloon race across the Sahara desert.  **2020/21**  While it was lovely to be able to return to school in Sept after a long absence, the threat of the Coronavirus was still with us. All schools were instructed by the government to isolate classes from each other (known as bubble classes) This meant that many of our usual fundraising activities, such as movie munch nights, discos and fayres, which usually meant pupils and parents mixing, were still not possible.  In the Autumn term neither the usual Christmas cards nor Christmas Fayre took place. Plans were formulated for a Polar Express themed walk through school to replace the Christmas Fayre but due to restrictions and a Winter rise in cases of the virus this was cancelled. The school supported running the Christmas raffle and tickets sold well.  The PTA arranged a virtual Santa message for teachers to play to children in their classrooms and offered all pupils a gift of a wrapped book and silver bell.  The Spring term began with the return of home schooling during Jan and Feb. When pupils returned to class on 8th March, the PTA offered wish bracelets as gifts in the Mother’s Day pop-up shop. At the end of term on 1st April the school transitioned from Perdiswell Primary School to Tudor Grange Primary Academy Perdiswell.  Summer Term – The PTA decided to run a Rainbow raffle asking each class to bring in a hamper item in a specific colour. The PTA then made up a selection of hampers to raffle off. This was a well supported and very successful fundraiser.  Another well supported event, thanks to the beautiful weather, were the Friday afternoon ice pole sales. The Father’s Day pop up shop this year offered socks and a chocolate bar as presents.  2021 was Perdiswell Primary school’s 50th birthday and the PTA had planned to celebrate this event with the return of Happy Circus. Sadly, this event had to be cancelled. Instead, the PTA arranged for each class to have a coin collection competition. The school then arranged for the coins to make a big 50 sign in the playground to celebrate 50 years of Perdiswell.  The transition of the school into an academy meant that the maroon uniform was to be replaced in September with a green one. At the end of term the PTA arranged for the maroon Perdiswell uniform to be collected and sent to Gambia. A large collection of uniform was transported and an update of the uniform in Gambian schools will be presented in due course.  As she stepped down from the role, Kate took the opportunity to Thank everyone for their support over the 8 years that she has been chair. Mrs Hughes said how incredibly grateful the school has been for all her efforts. |  |
| 5 | **Treasurers Report for 2019/20 & 2020/21 by Jenna White**  **2019/20**  Opening combined balance £8,829.89  Fundraising activity income  Discos - £932.84, Uniform - £174.30, Xmas fayre - £1105.82, Stikins - £6.39, Xmas cards - £390.65, Xmas raffle - £434.95, Books - £183.74, Movie Munch - £543.42, Mother’s Day - £157.23, Tuck shop - £30.65, Balloon Race £164.15, Match funding £610, Misc. - £132.44, Cashback donations - £243.38, Worcester Lottery - £141.88. Total - £5241.84  Expenditures  Running costs - £320.53  Donations to School - Running Track £6,000, Gardening costs £101.93, Coach for Young voices £425, PA system for school £2609.06, Leavers party ice creams £80, Year 6 leavers books £403.80 Total - £9,619.79  Closing combined balance £4,131.41  **2020/21**  Opening combined balance £4,131.41  Fundraising activity income  Uniform - £164.90, Cashback donations - £144.95, Ice pop sales - £125.28, Xmas cards, wreaths & donations - £433.88, Xmas raffle - £634.40, Worcester Lottery - £210, Mother’s Day & Father’s Day - £317.92, Summer raffle - £797, Penny event - £284.48, Misc. - £364.1.  Total - £3,476.91  Expenditures  Running costs - £390.43  Donations to School - Donation towards purchase of computers £1000  Closing combined balance £6,217.89 |  |
| 6 | **Appointment of Independent Examiner of Accounts**  To be arranged. Local Accountancy firms will be approached to see if they can offer support. | AP1 |
| 7 | **Election of officers and Trustees of the Committee**  Chair – Jenna White - 1st nomination Kate Joels, 2nd nomination Rosie Evans  Treasurer – Lorna Napier - 1st nomination Kate Joels, 2nd nomination Jenna White  Secretary – Rosie Evans - 1st nomination Esther Kerkhoven, 2nd nomination Lizzie Seconde  Ordinary Committee members -  Esther Kerkhoven - 1st nomination Lorna Napier, 2nd nomination Jenna White  Lizzie Seconde - 1st nomination Esther Kerkhoven, 2nd nomination Rosie Evans |  |
| 8 | **Other items**  Update of PTA Constitution  The existing Perdiswell Primary School PTA constitution was signed in 2002. An updated constitution, that allows for virtual meetings and reduces the minimum number of committee members, was proposed and adopted. Mrs Hughes signed the document as Head Teacher and Jenna White signed it as the PTA Chair. |  |
| 9 | **Other business**  Events planned for Autumn term 2021  Christmas Cards  Christmas Advent candles  Christmas Wreaths  Christmas Jumper sale  Santa Fun Run  PTA shed  With the restrictions on parents being able to enter the school likely to continue for the foreseeable future, the PTA would like to be able to operate a pop up shop via a trading hut on the school grounds. After a discussion on where to locate the hut and what type of construction would be permitted ,it was agreed that the PTA could utilise the green sports equipment hut on the corner of the KS2 playground.  PTA Recruitment  The PTA would like to recruit more parent helpers. Due the pandemic and home-schooling there have been very limited opportunities for the PTA to speak to parents and showcase what the PTA is all about. Mrs Hughes suggested that the PTA help to serve tea and coffee at the Reception and KS1 Christmas performances and take the opportunity to make a small speech about the PTA.  Kate Joels  The meeting ended with a Thank you to Kate Joels for her hard work and dedication as PTA chair over the last 8 years. |  |

Actions

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| AP | Action | Due Date | By |
| 1 | Contact local accountants to audit the PTA accounts. | ASAP | Jenna |
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| 3 |  |  |  |