

Tewin School PTA
Tuesday 19th September 2023 7.30pm
Tewin Cowper School

Minutes

- **Present:** Kay Adam-Smith, Katie Florez, Keeley Will, Cat Ruddick, Cody Wedge, Liz Pantellis, Di Hagger
- **Apologies for absence:** Andrea Sharkey, Steph Cresswell, Sam Hoskings, Becky Sherman
- **Review of previous AGM meeting minutes (actions)**
 - * Finance report to be sent to Governors. **DONE**
 - * Copy of the constitution to the Governors. **DONE**
 - * Find out if the PTA can fund building work? **CASE BY CASE BASIS**
 - * Encourage staff to put receipts in- KW. **DONE**
 - * £696.20 in cash needed for PTA class pots. **DONE**
 - * Firework night- ask Kelly Hattam re floodlights/PA system- **KAS DONE**
 - * Parent questionnaire- donating quiz prizes, time, and expertise. **DONE- 6 RESPONSES**
 - * PTA noticeboard by side gate to be backed/updated- **CR/KW. DONE**

- **Chair's report**

- * **Chair's Report -**

Welcome everyone and thank you for coming to this evening's AGM. For those who may not know, the objective of the PTA is to enrich our children's school experience. We do this by fundraising via fun events both in and outside of school for the children, adults, and the community as a whole.

As Teachers, Parents, and Carers of children at the school, we are all members of the PTA, and it's fantastic that you are here to support your children's journey through both the school and the work of the PTA.

The PTA is run by a committee that is elected each year at the AGM. This AGM meeting is the only formal meeting of the year and is one that deals with the formalities of committee elections, financial reviews, and plans for the future. A copy of the Constitution is available on request.

Before I launch into these formalities, I would like to take a moment to acknowledge and thank the current serving PTA committee: Vice Chair - Katie Florez, Treasurer - Cody Wedge, Secretary - Keeley Will, Committee Members - Catherine Ruddick - Maizie Briggs.

Through your hard work, dedication, and commitment to the PTA, we have continued to accomplish our goals and improve upon already fantastic achievements - so thank you, as you guys really do "make it happen".

I am also very grateful for the support and guidance provided by our recent Head Teacher, Alison Simpson, and also for the future support of our new Head, Andrea Sharkey, who provide invaluable support to the team. A big thank you also goes to Heidi Lightfoot, for designing our event posters and signage over the last 7+ years! And thank you to Lee Sherman for taking over the reins from Heidi.

Other Committee Members include staff and parents and I would especially like to thank Nicola Wood and Sam Hoskings for taking the lead on the Colour Run and Christmas Disco events, and to Alex Larke for being our superstar DJ at so many events, as well as the whole Committee who helped us achieve our objectives and organise, as well as attend fundraising events where possible.

Now to summarise the 2022/2023 academic year. It was most definitely a successful year when it came to fundraising, smashing our target with a massive £16,000 raised! Katie and Cody have detailed the breakdown of the income events in the Treasurer's report, but I also just want to mention our top fundraising events from last year:

The ever-popular Bonfire Night - one for all the family and community - was held in November, after a 2-year hiatus due to Covid. As always, this proved to be a fun-filled evening, enjoyed by all and over 400 attended last year. This is an annual event and I look forward to the fireworks night again this November.

The Xmas Disco came next - each year the disco gets bigger and better, and last year was our first Glow Disco! The Memorial Hall was packed with kids and parents dancing and having fun, all glowing with UV paint, tattoos, and glow pasta jewellery, and a great profit was raised for the school. An excellent event and special thanks to Sam and Andy Hoskings for organising the disco so effortlessly. This event is a firm fixture in the calendar and one that we all look forward to. We are looking forward to seeing what Cody Wedge, our new Treasurer, has in store for us, as she has kindly volunteered to lead it this year.

The Easter Trail arrived in the Spring, taking place just before the Easter Holidays, and was well attended, with over 200 kids coming along to solve the Easter clues, find the mini eggs, and collect their full-sized eggs at the end, on Lower Green. Thanks to Serena for helping me to organise this event and for

raising over £1k. We may look to change this event up a little for next year, so watch this space!

And to finish the year with a real bang, our most successful event took place in June - that being Happy's Circus, where we raised just under a whopping £6,000! I heard from many of the 600 people who attended that it was a fantastic event, not just because of the show, but also the atmosphere that was created with all of the fun extras including the bar and BBQ, the unicorn rides, fairground games, and music. So a massive thank you to Katie for being my right-hand woman with planning this one, and to Katie, Cat Ruddick, Nicola Wood, Stephanie Cresswell, and Ben Adam-Smith for being superstars as the Sub-Team Leaders on the bar, food, games, and raffle side of things.

Finally, I would like to finish the Chair's report by offering a word of appreciation to everyone involved in the PTA this year. Your commitment and willingness to contribute have been incredible, as have your efforts to ensure that the PTA continues to go from strength to strength. I look forward to the coming year!

Kay Adam-Smith
Chair

- **Treasurer accounts report**

- * Total income 2022/23: £26,418.08
- * Total expenditure 2022/23: £25,217.79
- * Total leftover 2022/23: £1,200.29

- Receipts agreed to be kept electronically on WhatsApp. Look into backing the data up.
- Highlights of money spent: £5.5k to library, £3.2k to Kew Gardens trip, £1.2k for science week, £1,150 for class trips/experiences, £700 for class pots, £210 for book nook competition.

- * Submit accounts to Charity Commission by end of November 2023.
- * Current balance= £22,367.56 (£800 is firework 2023 pre-sales)

- **Election of officers**

- * Everyone stepped down. Re-elected roles. Chair: Kay Adam-Smith, Vice-Chair: Katie Florez, Secretary: Keeley Will, Treasurer: Cody wedge, Committee Members: Cat Ruddick.

- **Ideas for future fundraising e.g. Christmas cards**

- * Sunflower growing competition- starter kits to purchase - SAM HOSKINGS
- * Braid maidens- teach braiding in school hall with drinks and raffle - BECKY SHERMAN
- * PTA logo competition- children to design - CODY WEDGE
- * Christmas wreath making 28th November in Year 6 classroom- KERRIE CHARLES
- * Christmas cards- NOT DOING THIS YEAR
- * Break the rules: 29th September - KAY ADAM-SMITH

- *Bonfire Night: 4th November - KAY ADAM-SMITH
- *Christmas Disco: 15th December - CODY WEDGE

- **Ideas for future spending e.g. Christmas panto, Simpson huts, playground**
- * Financial commitments for 2023/24: £6k towards playground (exc. Simpson huts), £2k towards minibus running costs, £1.4k for class pots, £1.4k for class trips/experiences. School to order and PTA reimburse so VAT can be reclaimed.
- * Playground- Setter Limited quote for 'Fort' and mulch repair is £10,640.61. Go back to company and ask for amendments and revised quotes.
- * In school panto- Outside the box productions £799 x 2, Shooting star entertainments £839 +VAT, Chaplin's pantos Treasure Island £620 + VAT, Chaplin's pantos Cinderella £712 +VAT
- * Simpson huts- x 2 £695 +VAT, and signs £10-11 each, Jase to install Oct $\frac{1}{2}$ term? School to claim back VAT.

- **Date set of the next PTA meeting**
- * Monday 5th February/ 6th February @ Plume of Feathers - TBC

- AOB
- N/A

ACTIONS

- * Look into backing the receipts data up- CODY WEDGE
- * Check final accounts - CODY WEDGE, KATIE FLOREZ, KAY ADAM-SMITH
- * File accounts - CODY WEDGE
- * Get PTA registered with Gift Aid - CODY WEDGE
- * Agree number of huts and location- KATIE FLOREZ TO SPEAK TO MISS SHARKEY. Jase to install Oct $\frac{1}{2}$ term?
- * Panto coming to school- KATIE FLOREZ/KAY ADAM-SMITH TO ASK MISS SHARKEY
- * Go back to Setter limited and ask for amendments- KATIE FLOREZ
- * Look into grant for playground- DEBS MURRAY
- * Write to the Lochlands Trust- CAT RUDDICK to speak to KAY ADAM-SMITH
- * Feedback on parent's fundraiser ideas - KAY ADAM-SMITH

REGISTERED CHARITY NO: 1096173