

Woodcote Primary PTFA - Annual General Meeting Minutes

Monday 1st February 2021

Virtual meeting via Zoom

Present (22)	Nic T, Becky, Allison, Alicia, Sacha, Roshni, Sarah, Helen C, Jo S, Mo, Becky O, Matt, Helen B, Cheryl, Nic L, Tom, Jacqui, Claire B, Emma, Dee, Dan, Helen F
Apologises (2)	Jo R, Lisa

Chaired by: Nic and Becky

Agenda	Comments	Actions
Welcome: Nic and Becky	Welcome from Becky. Apologies, and welcome to all in attendance.	
Presentation of the year's activities and achievements: Nic and Becky	<p><u>Financial year July 2019-July 2020</u> Total profit £8943 (£17,235 down on the previous year). Pandemic year so sales/profit down.</p> <p>Christmas Fair £6,012 Shopping Day £549 (Many children were off sick) Christmas performances £503 Chocolate Bingo- roaring success £1014 A new event replacing the quiz which had a low turnout. Mother's Day flowers – loss of £101 (day before lockdown so donations affected by families isolating). PTFA hand delivered flowers to the homes of families along with their food supplies and home learning packs. Theatre Club £879. 5 shows still went ahead. Uniform £373 Easy Fundraising £110</p> <p>Fundraising events that couldn't go ahead (from March 2020 to date)</p> <ul style="list-style-type: none"> • Easter –children shared photos of hats and eggs. • Kidspace • Father's Day • School Discos –communication will go out offering refund. Remaining funds will go towards the pond. • Summer Fair • Photo booth- yr6 leavers disco • Christmas Fair • Christmas shopping Day • Refreshments (performances, ice lollies etc) • Woodies welcome • Gingerbread for Reception starters • Chocolate bingo/quiz 	

Yr 6 leavers books cost £878

Funded by the PTFA every year. Lots of help was received in putting it together. Parents sent in photos, questionnaires completed by the children and Mr Pringle wrote a poem. There was a change in binder used due to problems last year and the page thickness was reduced. More pages in this year's version but total cost was only £14 more than last year.

(Financial year July 2020-July 2021) (funds raised up to the date of the AGM)

Christmas 2020

Total raised £3116 (-£2897 on last year).

Many successful virtual fundraising events:

- **Coughlans cake competition.** 3 winners.
- **Talent Showcase video-** was amazing.
- **Online raffle** £1566. Successful after initial slow sales.
- **Christmas jumper day** £602. School kindly let us use this as a fundraising event for the school this year.
- **Christmas cards** £598. Mugs were very popular.
- **Letters to Santa** £350. Great success.
- **Class Christmas presents** Delivering the presents outside worked really well.

Secondhand uniform sale (September)- £285. We will try to do something again once children are back at school. Surplus uniform is sent to orphanage in Africa and Ukraine.

Where have we spent the funds?

iPad trolleys £10,773

Library books

Woodies Trikes x 2

Yearly playground consumables

Agreed funding going forward:

Science Day £1500 (delayed until 2021)

Pond redevelopment £6,500

<p>Feedback form school: Claire Baldock</p>	<p>Claire said that it has been an unusual year but we are a community- the PTFA and school work together to give some sort of normality to families. She gave the PTFA a big thank you and said she really appreciates the work it does.</p> <p>Nic responded with a thank you to Claire. She always welcomes the PTFA with open arms.</p>	
<p>Financial update / approval of the audited accounts for the year: Helen</p>	<p>Any queries about the financial report, please speak to Helen directly.</p> <p>Incoming funds for July 2019-July 2020 has been a lot lower than previous years due to Covid.</p> <p>Higher spending of funds this financial year as money wasn't spent the previous year due to building works at school.</p>	
<p>Nominations for key committee posts for the next year: Nic and Becky</p>	<p>Co-Chair Becky stepping down and to remain on the committee. Helen C to step up as co-chair (nominated by Sarah B, Jacqui and Dee) Nic to continue as co-chair (nominated by Jacqui, Becky and Dee)</p> <p>Treasurer Helen B stepping down. Jo S to step up as treasurer (nominated by Helen B, Allison, Tom)</p> <p>Secretary Jo R stepping down and to remain on the Committee. Mo to step up as secretary (nominated by Roshni, Alicia and Jo S)</p> <p>Huge thanks to Becky, Helen B and Jo R for all of their hard work!</p>	
<p>Nominations for general committee posts: Nic and Becky</p>	<p>Emma would like to come along to the next Committee meeting. Nic also offered to have a chat over the phone.</p> <p>Sacha- is anyone interested in having a specific role and learning about the Events website?</p> <p>Committee members leaving in July 2021 - Becky, Helen B, Sarah and Allison.</p>	<p>Nic to invite Emma</p> <p>Mo to add to next meeting agenda</p>

<p>Update on where we are with technology (website, app etc) Nic and Becky</p>	<p>Welcome to Dan who is now the Committee 'IT guy'.</p> <p>We are starting afresh with a new website and no longer using the app (school has already stopped). The Events website, Instagram, Facebook etc will feed into the website.</p> <p>Committee emails – due to issues sending documents over 1MB they will now be sent by Sacha from the Events website.</p>	
<p>Ideas for spending: (£10k max available) Nic and Becky</p>	<p>Redevelopment of pond area agreed £6,500 (in planning stages). Garden clearance starts Feb and should be ready for summer. 3 different zones. Memories of Jane but not a memorial garden. Summer courage event will be linked to the hospice. If we can get visuals, we can show families what the area will look like. The 'pond-ometer' on the Events website shows current funds raised for the project.</p> <p>A few ideas were discussed re: how children could contribute to the garden – decorating tiles, painting pebbles. Difficult decision due to the number of children in the school.</p> <p>Science Day agreed £1,500 for 3 days (delayed from 2020 to 2021)</p> <p><u>Additional ideas</u> KS1 playground equipment is over 15 yrs old so it is looking very tired. (TPA will be developing the EYFS area).</p> <p>Mural at the side of the caretakers' hut- could it be redone at the same time as the garden? Nice visual to be done at some point.</p> <p><u>Dee's question to Claire</u> Will the bike rack perspex be replaced? Claire is aware that it still needs replacing but due to large costs incurred with the recent boiler/gas problems (£50k+) there are currently no plans to replace it.</p>	<p>Claire to arrange for photos of the work as it happens (or plans if available)</p> <p>Claire to get some quotes for equipment along with designs.</p>

<p>Ideas for fundraising events for the next year: Nic and Becky</p>	<p>Virtual balloon race is underway. 3 national prizes (iPad, £500 and book token). 14 supporters so far.</p> <p>Amazon Smile – all set up.</p> <p>Sacha’s question to Claire What is it like being apart of the Academy?</p> <p>Claire said that we are now part of a bigger community and are able to share ideas eg with the introduction of the lateral flow test - someone else wrote it so she was able to get on with other work. The school has been working with them since the start of lockdown. New systems and compliance checks have been challenging but in a good way as she has learned a lot. Everyone rallies around each other. Their ethos is all about the children and that is why they were chosen.</p>	
<p>Alignment of PTFA Committee members posts with financial/academic year Nic and Becky</p>	<p>Should the AGM be moved to October?</p> <ul style="list-style-type: none"> - Will mean we are talking about the academic year that has just happened (rather than a delay of 6 months). - Good for getting new people in. - If people step down in October, Christmas Fair is only a few weeks away- problematic? If members stay, they will still be around to assist. - Yr 6 parents would not be able to continue/take on certain roles but good for succession planning as they would still be at school. <p>Agreed- try out AGM October 2021</p> <p>Finances – just need to ensure accounts are checked by the time of the October AGM. Should be up to date month on month anyway so end of year should only be a final check.</p>	
<p>A.O.B: Nic and Becky</p>		
<p>Date of next committee meeting:</p>	<p>TBC</p>	