

Woodcote Primary PTFA - Annual General Meeting Minutes

Monday 28th February 2022

Virtual meeting via Zoom

Present (16)	Committee members: Claire B, Nic T, Helen C, Mo, Jo S, Becky O, Jacqui, Tom, Matt, Emma, Kinza, Roshni, Rupesh, Cheryl, Fin, Alicia,
(8)	Sima, Lizzi, Stuart, Georgina, Trisha, Saima, iphone (unknown name)
Apologises (5)	Committee members: Sacha, Lisa, Nic L, Jo R, Dora-Lee,

Chaired by: Nic T and Helen C

Agenda	Comments	Actions
Welcome: Nic and Helen	Welcome by Nic. Apologises, and welcome to everyone in attendance.	
Presentation of the year's activities and achievements: Nic and Helen	<p><u>Financial year July 2020-July 2021</u> This AGM reports on activities and financial information from last academic year.</p> <p><u>Our mission</u></p> <ul style="list-style-type: none"> - <u>Raise funds for the school</u>- always thinking about how we can support the school even further, especially during this time. - <u>Activities and events</u> – doing things that our children (and parents) will love. - <u>Connect parents, children and families, and build the school community</u> – it has been difficult these past 2 years but hopefully, as restrictions are lifting, we will get back to doing more of this. <p><u>Comparison of 2019-2020 profit vs 2020-21</u> Raised just over £12k in 2020-2021 compared to under £9k in 2019-2020. The PTFA has done extremely well to adapt to not being able to run events onsite by being more creative in how we raise money.</p> <p><u>A busy year of events despite Covid</u> Nic gave a special mention to Sacha, who has been the driving force behind so much of the PTFA's fundraising efforts. Thank you, Sacha!</p> <p><u>Uniform sales</u> – Sacha and Tony Uniform was only sold onsite pre-Covid. Sacha set up online purchases via PTA Events and along with Tony's help, clothing is also sold via eBay. An amazing £1711 raised – an increase of</p>	

£1337.79 on the year before!! We are hoping onsite sales will start again soon.

My Art Project – new initiative by Mo.

Raised £598.55. Following the initial set up, this is an easy fundraiser to manage, and Jane at My Art Project is brilliant to work with. We will be running this again this year.

Christmas 2020 - Becky W and Helen plus team.

12 days of Christmas Raffle. Top prize Xbox. Online raffle for the first time and it worked really well. £2580 raised!

We have two fairs a year- we could do one of these online.

Theatre Club – Sacha and Alicia

During 2020-2021 most shows were cancelled. We still managed to raise an astounding £399! Roshni and Rupesh have now joined the team and Lorna has also said she would be interested in helping.

Disco- due to continued uncertainty, we couldn't rearrange another day. We offered the choice of a refund or to donate the money to the PTFA- the majority donated so we made £1211.

Thank you to our amazing generous parents.

Mother's Day – Sacha sourced the beautiful candles.

We usually give flowers but due to Brexit and Covid, the increase in cost of flowers mean they are no longer financially viable.

Made a loss of £63 but, not everything we do is profit making but also about bringing our community together.

Father's Day- decorated magnets. A record £312 was raised.

Yes! Day – Sacha's initiative

Similar to traditional mufti but more fun. £1174 raised. £2 contribution from families. Hoping to do another one soon.

Tea Towels – Sacha's idea came about from wanting to commemorate a special year in a special way. Lots of people purchased. Raised a huge £1985.

Balloon Racing – championed by Alicia. Great success. £552 raised.

Cricket Shirt – Jo S' cousin is an ex international cricket player and is now a cricket commentator. Signed Joe Root and Jos Buttler cricket shirts were auctioned and raised £1199.

TOTAL PROFIT 2020-21 £12,683 (£8,943 previous year)

A huge thank you to the committee and to parents, who are so supportive and generous. We are also lucky that the school staff are always so receptive to our events.

	<p><u>What has the money been spent on?</u></p> <ul style="list-style-type: none"> - Re development of the garden area - Re development of the KS1 playground - New Playground equipment - Science workshops – slime workshop - Sports team kits - Year 6 leavers events – it will hopefully be a more ‘normal’ year for us this year - Class Christmas Presents <p>We are always looking for more ideas on what to spend money on. We are also looking for help- no matter how long. It is always good fun and that’s why we all still here doing it.</p>	
<p>Feedback from school: Claire Baldock</p>	<p><u>Claire</u></p> <ul style="list-style-type: none"> - in awe in of how much time the committee gives so selflessly - prospective parents and staff are always amazed at how active the PTFA are compared to other schools - feels that she can always reach out to the PTFA for help when needed and sees our relationship as a friendship - the effect on parents of not being allowed into school is definitely on her radar ie Reception and Year 1 parents especially have never been inside the school. No parents have seen their children’s books. <p><u>Nic responded</u></p> <ul style="list-style-type: none"> - As we move out of the pandemic, it is hoped that we can broaden our team and do more things in the school environment. - Nic thanked Claire for her continued support. <p><u>A question was raised</u> Will the KS1 mud kitchen come back into use? Claire agreed that she would like this to happen, and the parent was asked to speak directly with Miss Garlick.</p> <p><u>Year 6 Leaver’s DJ</u> - Claire mentioned that Mr Bignell would like to DJ at the Year 6 leaver’s disco.</p>	
<p>Financial update / approval of the audited accounts for the year: Jo S</p>	<p>Please speak with Jo S directly for any queries about the financial report.</p> <ul style="list-style-type: none"> - The annual accounts for the year ending 31 July 2021 was reviewed and audited by Helen B (last year’s Treasurer). They will now be submitted to the Charity Commission. - Closing balance of £38,887.50 as of July 2021 – there are some payments such as £6.5k for the KS1 playground are yet to come out. <p><u>Stuart’s questions</u></p> <ol style="list-style-type: none"> 1) Cash in the account is a great thing but why do you keep so much in reserve in the account? 	

	<p>2) What type of emergency situation might this reserve be spent on?</p> <p><u>Nic replied</u> that we are happy to spend the money on things that benefit the whole school. School submits ideas of what they would like the money to be spent on.</p> <p>FOLLOW UP ANSWER Following the meeting, Jo S spoke with Helen B (our previous Treasurer) who confirmed that</p> <ul style="list-style-type: none"> - we keep £20k in reserve to cover certain urgent requests or spending by the school eg we helped with the security cameras. It also means we can still spend in the event that funds are not being raised. However, if the balance is higher than £20k we should be pressing the school for ways to spend it. <p>3) The cost of living has increased – some families are suffering/struggling and will hit the school unequally. Maybe the PTFA can think about this in this coming year?</p> <p><u>Nic replied</u>- we do need to look at what we do more creatively. School and staff need to agree with what we spend the money on. We also need to consider whether it will support the whole school community or just a few.</p> <p>Stuart said he will join us at our next committee meeting.</p>	<p><u>Jo S</u> to answer questions raised– See FOLLOW UP ANSWER</p> <p><u>Mo</u> to contact Stuart with the date of the next committee meeting (Weds 23rd March 8pm)</p>
<p>Nominations for key committee posts for the next year: Nic and Helen</p>	<p>Chair</p> <ul style="list-style-type: none"> - Nic stepped down having been co-chair for 3 years but remains on the committee. She felt it is time for someone else to take the lead. Helen thanked Nic for her time as co-chair. - Nic confirmed that we do not need to have a vice chair. <p><u>Helen</u> remains in this role and is now Chair. Nominated by Becks. Jacqui seconded.</p> <p>Treasurer <u>Jo S</u> continues in this role. Nominated by Alicia. Roshni seconded</p> <p>Secretary <u>Mo</u> continues in this role. Nominated by Jacqui. Alicia seconded.</p> <p>Year 6 parents leaving Jacqui, Sacha, Tom, Nic Long. All have done a huge amount for the committee. A really big thank you to you all. Please keep returning to help as your support is much appreciated.</p>	

<p>Nominations for general committee posts: Nic and Helen</p>	<p>If anyone is interested in joining the committee, please come along to one of our monthly meetings- no commitment. Please get in touch admin@woodcoteptfa.org.uk</p>	
<p>Ideas for spending: Claire, Nic and Helen</p>	<p><u>Claire</u></p> <ul style="list-style-type: none"> - 6 months into the school year and we are halfway through our budget. School budgets are a nightmare- no additional money given for Covid (costs of hand sanitiser and masks) or staff absence. - The Trust has given the school £13,500 to enhance experiences eg archery, coaches to the basketball. If anyone has ideas on what to spend the money on, please contact Claire directly. <ol style="list-style-type: none"> 1. Now Press Play – children wear headphones/silence experiences. Renewal has come up. Staff did a sponsored event last year to raise the funds. Costs £2700 a year. All children will have access to it. 2. Garden Redevelopment- the next stage of the redevelopment to include flowers and seating. Mr Russell hasn't yet given an amount needed. 3. KS1 play zone – the rocks that were put in are not appropriate (the company said they were 'boulders'). To move them, Claire was originally quoted £2k. Now, for £800 they can be moved up to the garden area with the addition of coloured tarmac to make it look nice. Also, many neighbours of the school seem to have taken their fencing down so they can see into the school. So, adding fencing to improve safeguarding and to move the rocks will total £1500. 4. Door fobs. Safeguarding. Add fobs to 2 sets of doors - £2500 for both. One by the library to stop KS2 coming down and one by Claire's office to prevent KS1 going up. KS1 is a priority at £1250. <p><u>Nic responded</u></p> <ul style="list-style-type: none"> - as many of the committee are not at the meeting, we will discuss separately and get back to Claire. - Garden Redevelopment. It would be helpful if Mr Russell can give us an amount. - We have spent a lot of money already on the KS1 playground. Is there anything else we can spend the money on to improve play times? 	<p><u>Claire</u></p> <ul style="list-style-type: none"> - Mr Russell to give a figure for the garden <p><u>Committee</u></p> <ul style="list-style-type: none"> - Discuss spending ideas and get back to Claire

	<p><u>Claire</u> – it’s difficult as toys often get broken eg racquets are hit against the floor. Static things take up a lot of room and things like outdoor gyms need a lot of upkeep.</p> <p>Other ideas</p> <ul style="list-style-type: none"> - <u>Midday supervisor ‘play training’</u> Nic mentioned this also came up at the Governors’ meeting. Could the midday supervisors be given ‘play training’ and engage the children more? - <u>M and M Productions</u> <u>Becks</u> mentioned that this company came to her school. Maybe this could be an option? <p><u>Claire replied-</u></p> <ul style="list-style-type: none"> - we have had lots of virtual experiences recently so in person would be nice. - We are a big school so we need to think more flexibly about it although she would not want us to miss out on things because of the size of the school. Eg the Science workshop was over 3 days. The Dragon was produced over 5 days. Dogs Trust was 5 days of workshops and did not include all year groups. 	
<p>Ideas for fundraising events for the next year: Nic and Helen</p>	<ul style="list-style-type: none"> - Fireworks – in discussion - Outdoor cinema <p><u>Claire</u> - anything that brings people into school and anything that brings the community back together and makes people feel part of the school. Eg quizzes</p>	
<p>A.O.B: Nic and Helen</p>		
<p>Date of next committee meeting:</p>	<p>Wednesday 23rd March 8pm</p>	