**Leverstock Green CofE School PTA**

AGM MINUTES

Leverstock Green Church of England School

Parent Teachers’ Association AGM Meeting

21st September 2023 7.30pm

Venue: Leverstock Green CofE Primary School

|  |  |  |
| --- | --- | --- |
|  | Subject Matter | Action Owner |
| **1** | **Attendees:** Vicky Mayne (VM), Mrs Burgess (VB), Donna Mathew (DM), Natalie Stanbridge (NS), Katie Bull (KB), Jane Haywood (JH), Emma Slater (ES), Angela Blandford (AB) & Natasha Munday (NM).**Apologies:**  None.**Actions:** Angela Blandford (AB). | AB |
| **2** | **Welcome**VM opened the meeting by welcoming all. It was noted that a quorum of 5 members of the committee were required for the AGM and that this requirement had been met.  | VM |
| **3** | **Minutes of last meeting**The minutes from the last AGM meeting held on 21st September 2023 were reviewed and confirmed for accuracy.  | VM |
| **4** | **Chair’s Report**We have had an amazing year with all events running successfully.We have raised approx. £9200 which is a huge success for a small school.The Christmas Bazaar was back raising a whopping £1923, and the summer fair was a high raising £2096. The school discos are still a hit, and it was lovely seeing all the children have so much fun - both discos combined raised approx. £1956. We didn’t manage to add any new events this year as it has been a struggle to get helpers at events.Our focus this year was to raise money for the outdoor shelter with a pledge to raise £5000 this year 23/24 and a further £5000 in the year 24/25 - this was successful. We also funded playground markings for the KS1 playground which hopefully will be installed soon, musical instruments and a virtual reality workshop for the KS2 children which is also due to take place soon. We hope these things will benefit the children in school. With living costs rising, we have also subsidised £50 per child attending the school year 6 residential trip.As many of you are aware, I have decided to step down as Chair after 6 years and 8 years on the PTA. I will still be around to support events and help in the transition but feel this is the best for me to do as my work life gets busier.I would like to thank Angela, Donna, Emma, Tracy, & Helen who help at nearly all events - without parent support, events can’t run.This next year, I hope that the new committee can continue to provide even more fun activities for all to enjoy. | VM |
| **5** | **Treasurer’s Report & Banking**DM supplied accounts as at end of August 2024. Reviewed by all in attendance and confirmed ready to file. DM to handle.  | DM |
| **6** | **Nominations & Election of PTA Committee**It was noted that VM wished to stand down from her role as Chair but would continue to play a role on the committee. VB proposed a vote of thanks to VM for her dedication to the PTA for 8 years and 6 years, as Chair. 1. **Chair** – Emma Slater to stand as Chair, proposed by VB, seconded by NS.
2. **Deputy Chair** – Natalie Stanbridge to stand as Deputy Chair, proposed by ES, seconded by VM.
3. **Treasurer** – Donna Mathew to stand again, proposed by AB, seconded by VB
4. **Secretary** – Angela Blandford to stand again, proposed by VM, seconded by DM.
5. **Other Officers** – VM, KB, JH, NM, VB & J. Blandford.
6. **Ordinary Committee Members** – all parents and teachers.

JH nominated to handle social media & posters/marketing.All elected committee members need to sign the Charity Commission for England and Wales’s Trustee Eligibility Declaration Form ASAP. AB/ES to arrange. The AGM was officially closed.  | VM |

|  |  |  |
| --- | --- | --- |
| **7** | **General Business****Policies**DM provided draft copies of new policies for the PTA to review & agree. Some minor amendments to be made but all approved the policies. DM to lodge policies with the Charity Commission. Policies agreed:* Complaints procedure
* Conflict of interest policy
* Equal opportunities policy
* Expenses policy
* Risk assessment policy
* Safeguarding policy
* Volunteering policy

**Constitution**The current PTA constitution needs to be reviewed to ensure it’s fit for purpose. AB proposed we review the Parent Kind model constitution and cross-check both documents in advance of our next meeting. Should we wish to change the constitution, it would be necessary to obtain written permission from the Charity Commission in advance of any proposed changes. VB also proposed we consider changing to a PTFA to encourage more members. To be investigated further by AB/ES/DM. **Upcoming Events****Fireworks** Date: 5th November 2024Event Owner: Louise TavaresPTA box needs checking every day for money. Louise Tavares has event in hand. **Disco**8th November 2024Event owners: VM & DMPete Braithwaite has confirmed event. Need to remind him a few days before. VM to ask school office to print posters, AB to laminate & display. Need volunteers to help run both discos. DM/AB to run pop up stall in playground w/c 4th November with card machine for pre-booked tickets. PTA Amazon account to be passed to ES as new chair. ES to buy stock for disco and DM to buy food/drink, etc from Aldi. **Bags2School**20th November 2024Event Owner: VMCollection arranged with Bags2School for 20th November. B2S have recently dropped their rate per kilo. VM to investigate alternatives for future collections. **Non-Uniform Day – Be Bright, Be Seen Day**22nd November 2024JH to create posters, AB to laminate and display. **Christmas Cards**Event Owner: ESDeadline to return 4th October for maximum commission. ES chasing final designs from classes. **Christmas Bazaar**23rd November 2024Event Owner: ESJH to design poster, AB to laminate and display ASAP. Raffle tickets handled by NM to be issued by October half term. AB to apply for TEN with Dacorum Borough Council. VM to share plan from previous years with ES. Replacement for snow in grotto required this year – VB to request donations of white sheets from parents. Costumes and stock need checking ASAP. Planning meeting arranged for 16th October at 7.30pm at The Green Man. Consider requesting sponsorship from Lidl or other supermarkets to help with supplies/gifts. Raise the Grotto entry change to £3.50 to cover increased costs. Use year 1 classroom as Grotto waiting room only with a film on in the background. Craft activities can be arranged in year 2 classroom. Posters to be shared on external community sites as well as at school. Stalls available £20 per stall for external and £15 for school families. Non-refundable deposits to be paid in advance to avoid no-shows. Event to open 30 mins before start for SEND families to join when quieter. Crispy Crème doughnuts to be ordered to add to a Christmas cake stall.  | DMAB/ES/DMLTVMABDM/ABES/DMVMJH/ABESESABVM |
| **8** | **Wish List**VB shared the schools wish list – details for consideration are:* More rainbow chime bars for Mrs Cresswell – PTA confirmed funded for a further 15.
* Climbing castle in playground has seen better days. Flooring needs to be reviewed to check if it needs replacing. VB to investigate further.
* Playground line markings. PTA agreed to fund this in July. VB to check with Mrs Azzopardi on suitability of markings for longevity & progress for installation.
* Mobile panto – could the PTA fund/part fund a mobile panto to visit school. Further info to follow for urgent consideration.
* Author workshop – last workshop was a success, investigate another for the future.
 | VBVB |
| **9** | **AOB**NM to look at more grant opportunities and match funding. AB to share info seen relating to companies who participate. VB requests a visit iSingPOP – for further discussion.  | NM/ABVB |
| **9** | **Date of Next Meetings*** TBC
 | VM |