Christleton Primary School

PTA Annual General Meeting

Monday 9Th October 2023 7pm

15 attendees including Oliver Mitchell (head teacher), Jessica Morris-McKenzie (Chair), Caroline Hall (Vice Chair), Loucy Bolshaw (Secretary), Sarah Kimpton (interim treasurer) and parents from within the school. Former Treasurer was absent as she resigned from the role in July 2023.

JMM opened the meeting with her Chair’s report where she stated that she would be standing down as Chair after her 2 year term but would still contribute to the PTA where she could. She introduced CH as the new Chair. (other core roles discussed later in the meeting). A recap of funds raised from various events was given, including £2250 from the Summer Fun evening. Thanks were then given to the committee and other contributors for their hard work over the year.

SK gave the Treasurer’s report. She stated that the opening balance of the account was £13,126.77 and that total funds raised throughout the year was £10,825.54. This meant that the PTA was in a position to make a contribution to the school of around £20,000. A breakdown was shared with the meeting, stating that the largest earners of the year were the Summer Fun Evening (£2250) and the Christmas Fair (£1813). It was stated by JMM that this was around £1000 less that normally raised at the Christmas fair but it was acknowledged that the poor weather on the evening had a huge impact on how long people stayed and how much money was spent.

The School Lottery was highlighted as a particularly good fundraiser as over £1600 was raised with minimal effort from the PTA. It was decided that this would be pushed with parents on the newsletter and other communication means.

OM then spoke, thanking the committee for their hard work this year. He stated that whilst the intention had been to spend PTA money on iPads and the outdoor activity trail, he had already secured grants for both of those purposes. He then stated that he would discuss with staff at the next staff meeting as to what they felt would be an effective use of the money or if it should be saved for a larger project such as a MUGA pitch.

Dates for potential events in 2023/2024 were discussed and provisional events were decided upon:

* Christmas fair 24/11/23
* Christmas film night 4/5/7 December. TBC following discussion with staff
* Valentine Disco February 2024
* Quiz March 2024 (see later notes)
* Summer Term – Strawberry and Wine Night, Summer Fun Evening

The quiz night held at the Ring’O Bells in January raised over £800 and it was asked whether we should hold another one and what time of year. Another parent enquired as to whether we could potentially raise more funds if we held the quiz in school, sold our own alcohol and food, therefore negating the need for the event to be held in Ring’O Bells. Other ideas were discussed such as holding it at the Cricket Club for a small fee and having a Curry and Quiz night but there was a concern that it may cause a conflict with the pre-school who hold a similar evening for their own fundraising purposes. The details of the venue and date of the quiz were to be decided later in the year.

SK then informed the group about the Crafty Ladies group and the work that they do. She also asked if information could be circulated to parents asking for volunteers to join the group as many of the crafty ladies either have children in upper KS2 or no longer in the school. It was felt that they form a crucial part of the PTA fundraising and newer members were needed to ensure the continuation of the work that they do. SK then left the meeting.

The idea of a school notice board was discussed as a way to share information with members of the school community who may not be subject to information from Whatsapp and Seesaw. OM stated that he had previously investigated this but was given process ranging from £500-£700 and felt there were other things to prioritise finances on at the time.

New members of the core committee were agreed and voted as follows:

CHAIR: Caroline Hall

VICE CHAIR: Loucy Bolshaw

TREASURER: Becky Lawrance

SECRETARY: Elsita Payne (EP stated at the time that she would be happy to take the role but wanted to give the opportunity to anyone who could not attend the meeting. A message was then sent all class groups asking if anyone would like the role but there were no volunteers.)

JMM left the meeting.

Throughout the meeting, questions were asked about whether keeping over £20,000 in a current account was the most efficient use of money or if it could raise more interest in a different type of account. It was stated that the previous committee had enquired about moving the bank account to an online bank but it had proved very difficult due to bureaucracy and lost forms with Lloyds Bank. The fact that it is a charity also limits the types bank accounts that can be held. OM stated that it may not be worthwhile moving the money to a higher interest account as it can sometimes limit the speed with which the funds can be accessed. One parent stated that her husband worked in the banking industry and she would ask how we could move to an online bank.

It was also asked who was a signatory on the account and if there was a need for an independent audit. The parent stated that they had previously worked in the charity sector and there were certain safeguards in place, such as ensuring a minimum of 2 people to count money and the chair not being a signatory. CH said that she would look into the PTA constitution and check whether we needed to have the same safeguards in place.

Meeting Closed at 8:21pm

ACTIONS

* Highlight the ease and effectiveness of the School Lottery with parents on future newsletters.
* Ambra (REC parent) to enquire about moving bank account to an online bank
* CH to check PTA constitution and seek advice on financial safeguards which may need to be put into place.
* OM to discuss with staff what they might want to spend the money on so that that information can be shared with parents.