

PTA AGM Meeting

Minutes

18th January 2023, 7.30pm at Heathlands Primary School

Present:

Committee Members

Kielye Mitchell – Chair / Parent
Rachel Breame – Vice Chair / Parent
Sammy Dobson – Vice Chair / Parent
Derek Mitchell – Treasurer / Parent
Lucy Everett - Secretary / Parent
Joseph Fielder – Headteacher
Mel Cork – Deputy Headteacher
Carrie-Ann Swinger – Raffle Coordinator / Parent
Fay Robinson – Grotto Coordinator / Parent
Emma De’ath – Summer Fayre Coordinator
Gemma Ross – Grant Coordinator / Parent
Kym Scarlett – Hollyberry Fayre Coordinator / Parent

Parents

Jade De’ath, Nicola Hart, Claire Bull, Keshia Smith, Jordan Graham, Katie Roast, Rebecca Smith, Rachel Voce

Apologies:

Sue Fairs – Uniform Coordinator

1. Welcome & Introductions

- Everyone welcomed by Joseph Fielder
- Kielye opened the meeting

2. Matters Arising from the last meeting

- a. Minutes from previous meeting signed off by Kielye
- b. Review of actions from the last meeting - Nothing outstanding

3. Recent events and monies raised / Treasury Report

Derek ran through the set of accounts for the previous year being 31st July 2023.

Total income received before expenses was £56,482. Total cost on expenses was £28,998. This would leave a profit from events of £27,484. From this amount £8,094 has been put back into the school via school pledges, donations to each year group and donations towards the Art and Culture week.

This leaves £19,390

£ 37,896.00 in the PTA bank account as at 31st July 2023

£42,938.39 in the PTA bank account as at 17th January 2024

We are currently raising funds for the school library refurbishment, so pledges have been reduced.

Detailed accounts can be found via The Charities Commission website.

4. Election of new committee

All posts are up for election or re-election. These are Chair, Vice-Chair, Treasurer (possible Co or Vice-Treasurer) & Secretary

Lucy Everett put herself forward for the **Secretary** role. Kielye Mitchell nominated Lucy. Seconded by Emma De'Ath.

Discussion about the role of Treasurer and what's involved. **Rosey Francis** put herself forward for the **Treasurer role**. Nominated by Derek Mitchell. Seconded by Rachel Breame.

Discussion about the role of Treasurer and what's involved. **Jordan Graham** put himself forward for the **Vice Treasurer role**. Lucy Everett nominated Jordan. Seconded by Carrie-Anne Swinger.

Discussion about the role of Chair & Co-Chairs and what's involved.

Emma De'Ath, Rachel Breame, Carrie-Ann Swinger & Rachel Voce put themselves forward for position of Co-Chair.

- Co-Chair – **Emma De'Ath** – nominated by Kielye, Seconded by Lucy
- Co-Chair – **Rachel Breame** – nominated by Sammy, Seconded by Emma
- Co-Chair – **Rachel Voce** – nominated by Carrie, Seconded by Lucy
- Co-Chair – **Carrie-Ann Swinger** – nominated by Emma, Seconded by Kielye

Call for a Vice Chair Discussion followed about the role. Sammy and Kielye put themselves forward for Vice Chair.

- Joint Vice-Chair – **Sammy Dobson** – nominated by Kielye, Seconded by Lucy
- Joint Vice-Chair – **Kielye Mitchell** – nominated by Carrie, Seconded by Lucy

Independent auditor for end of year accounts: Derek Mitchell

Discussion around teams to become co-ordinators of individual events. Those interested in being part of a sub team:

Raffle Coordinator	Carrie-Ann Swinger (already agreed)
Fireworks Committee	Lindsey Brown (already agreed). Charles & Nicole running the event.
Summer Fayre	Emma De'Ath
Spooky Disco	Lucy Everett, Claire Bull, Nicola Hart

Hollyberry Fayre	Kym Scarlett & Katie Roast
Infant Grotto Coordinator	Beth Tomlinson & Sarah Dolphin (already agreed)
Junior Grotto Coordinator	TBC – This post still needs to be filled.
Christmas Card Coordinators	Sammy Dobson & Rachel Breame
Grant Coordinator	Gemma Ross
Uniform Coordinators	Sue Fairs until July 2024 (From September 2024 Esther Eddy has already agreed)
Year 6 Leavers Fund	Shelley Monroe & Faye Robinson

Discussion over the need for more volunteers to help the sub-committees. Unfortunately, events cannot run if sub-committee leaders do not receive enough interest from volunteers to help before, during and after events.

Kielye mentioned that she had spoken to Nicole regarding the fireworks committee. The fireworks event needs to go ahead this year due to sponsorship money being carried over. Failure in running the fireworks would result in paying back the sponsorship money to the relevant companies. However, the sub-committee have had a few resignations this year, so they now need parents/carers to join the team and shadow the current members with the intention of taking over next year. The team have said those with skills in the technical side of running the event would also be very much appreciated.

Q: How many times do the PTA meet? A: Minimum once a term plus the AGM. Additional planning meetings may be required for sub teams.

5. Current & Outstanding Pledges

Monies agreed:

- £8,000 set aside for Fireworks committee
- Year 6 leavers fund – up to £1,500 set aside for year books
- £500 raised from Asda Green Tokens scheme – for use specifically on the gardens
- £4,641 grant to be spent specifically on the inclusion room before March 2025
- £400 – Virtual Reality Workshops

Total amount set aside: **£15,041.00**

6. Any Other Business

- Mr Fielder asked if we could consider less events in the Autumn term – Could we do a World Book Day disco / Easter disco etc in the Spring instead of the Spooky Disco?
- Can the business manager support Gemma with the grants?
- Suggestion by Mr Fielder for the fireworks sub-committee to meet with the Co-Chairs

Meeting finished at 20:17