

PTA AGM Meeting

Minutes

18th January 2023, 7.30pm at Heathlands Primary School

Present:

Jo Beck - Parent/Co-Chair
Kat Heard – Parent/Co-Chair
Kielye Michell – Parent/Co-Chair
Derek Mitchell - Parent/Treasurer
Helen Hobbs - Secretary
Brian Heard– Parent
Joseph Fielder – Headteacher
Mel Cork – Deputy Headteacher
Sammy – parent/Xmas Card Co-ordinator
Abbie – parent
Lauren– parent
Kim– parent
James– parent
Lucy– parent
Amy– parent
James– parent
Hannah– parent
Georgina– parent
Hannah– parent
Sacha– parent
Emma– parent
Clare– parent
Camile– parent
Susan – parent
Emma– parent/Heathlands Staff member
Fay – parent/Christmas Grotto Co-ordinator
Heather – parent/Senior MDA
Rachel – parent/Christmas Card Co-ordinator

Apologies:

Misty Newton – Parent/Co-Chair
Sue Fairs
Carrie-Ann – Parent/Raffle Co-ordinator

1. Welcome & Introductions

Everyone welcomed by Joseph Fielder

Jo opened the meeting and everyone present introduced themselves.

2. Matters Arising from the last meeting

- a. Minutes from previous meeting signed off by Jo.
- 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. Profit made £8,202.

£13,500 put back into the school including school sound system and purple mash subscription, amongst much more

£19,000 in the PTA bank account as at July 2022

£14,000 in the PTA bank account as at December 2022

Q: How is money allocated and given to school?

A: Mel and Jo explained bidding process and agreement. Explained ability to approach PTA is a non-member has an idea for spending the money in school. All children must benefit from the money.

Q: Is there an amount you retain the balance at?

A: Parentkind & Charities Commission for advice. We should have a running a balance should be around £3-4k.

4. Election of new committee

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

Lucy Everett put herself forward for the **Secretary** role. Helen nominated Lucy. Seconded by Jo

Emma Chilvers put herself forward for any committee role. Discussion followed about the **Treasurer** role. Jo nominated Emma. Seconded by Derek.

Discussion about the role of **Chair** and what's involved. **Kielye Michell** nominated by Kat. Seconded by Jo

Call for a Vice-Chair. Discussion followed about the role. Sammy and Rachel put themselves forward, if teams are able to plan/run events.

Joint Vice-Chair – Sammy Dobson – nominated by Jo, Seconded by Derek.

Joint Vice-Chair – Rachel Breame – nominated by Jo, Seconded by Helen.

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

Spooky Disco – Kat, Lauren, Georgina, Hannah, Sasha, Claire

Disco and/or Hollyberry – Abbie & Kim

Hollyberry - Fay

Summer Fair – Emma De'ath, Fay, Rachel

Sponsored Jog idea - Hannah, Sasha, Claire
Grotto Co-ordinator – Fay (already agreed)
Uniform co-ordinator – Sue (already agreed)
Raffle co-ordinator – Carrie (already agreed)
Xmas cards co-ordinators – Sammy & Rachel (already agreed)

Q: How many times do the PTA meet?

A: Minimum 3 times per year and AGM. Additional planning meetings required for sub teams, for specific events.

5. Current & Outstanding Pledges

Monies agreed

- £8,000 set aside for Fireworks committee
- Mrs White – new keyboards – requested £2000
- Year 6 leavers fund - £1,500 earmarked for year books
- £500 raised from Asda Green Tokens scheme – for use specifically on the gardens
- As a departing gift by the current committee, £250 per class has been earmarked for children to come up with ideas for fun activities (linked to curriculum) that their class can do. Children will put the ideas forward, for teachers to approach the PTA for funds
- Arts & Culture week will also be funded by PTA

Q: Would PTA fund a pantomime trip every year?

A: PTA has considered a travelling pantomime visiting the school. This is on the list for consideration by the new committee in due course.

6. Any Other Business

James offered his thanks to outgoing PTA committee.

Kat wished to highlight some negative feedback from the school community following big events organised by the PTA and hopes that going forward, everyone will respect the contribution of time and effort that everyone from the PTA puts in.

Q: Has storage space been resolved (ref: Fireworks)

A: Yes, we have designated space at the school.

Rachel raised awareness of being environmentally friendly when planning and organizing events.

James offered the resources and infrastructure used for the Fireworks night, to share with any other PTA events team, that may need help.

Joseph thanked the outgoing committee for their hard work and contributions over the last year. And thanks to the incoming committee for being courageous in stepping forward to take up the vacant roles.

Meeting finished 20:30