



## Chad Vale Primary School

### PPTA Annual General Meeting 17 September 2018

#### Present:

Emma Cawsey (Chair)  
Hannah Peachey (Vice Chair)  
Emma King (Treasurer)  
Hannah Eno (Secretary)  
Charlie Morris  
Tereza Buzkova  
Ali Robinson  
Gurmit Kler

1. **Apologies:** Fatima Moladina, Amy McLauchlan, Louise Romans, Becky Swindells, Stacey Howard
  
2. **Finance Report**
  - 2.1. Current bank balance is £4748.21 (with one cheque of £117 to clear) with no pending costs or requests. This is a healthy way to start the year - well done to all!
  - 2.2. A spreadsheet showing the income, expenditure and profit by event was provided. It was noted that this is not always completely linear, eg. a major equipment purchase like the popcorn maker can benefit multiple events but only shows up once as a cost.
  - 2.3. The most successful events in terms of profit margin were Christmas hampers, Santa's Grotto, Sports day refreshments and film night. The least profitable was the Chinese NY disco. However, the events are not all about making money, they are also about community building and publicising PPTA/School activities and provision as well as providing fun for the children.
  - 2.4. There are a number of fixed costs across the year that we can assume we will support this year - Year 6 hoodies, SATS breakfasts, Living Eggs, author visit and Yr 6 stage licence and props.
  - 2.5. At the moment, requests from school staff for money happen on an ad hoc basis throughout the year. We discussed creating a process to 'bid for money' partly to demonstrate the value of PPTA and encourage participation but also to gain an understanding of what kinds of costs might be coming up. ACTION: HE to draft form for teachers to submit and to discuss with Mr Sansom.
  - 2.6. The PPTA operates the School Fund (gift aid) account through which gifts of over £500 are processed in order to claim gift aid. This is managed by Louise Green although PPTA account signatories are also signatories to this account. EK will discuss with LG how she wants to manage the account given that the statements come to PPTA. ACTION: EK

- 2.7. LR and HE need to complete the bank mandate to become account signatories. ACTION: HE/LR
- 2.8. A finance report will be available on the School's website and EK will complete the charity return shortly. ACTION: EK

### 3. Matters arising

- 3.1. Playground markings: these have now been replaced but there aren't as many as before, and the PPTA acknowledgement has been removed. Some are peeling already and they are slippery when wet. Mrs Shiner is following up on the peeling but we need to mention the slipperiness. ACTION: HE to feed back to DS.
- 3.2. Storage: the pod is now organised with PPTA stuff on shelves and labelled, uniforms are all on rails. We will request permission for a locked cupboard in the hut so that perishables/books can be stored in a drier environment. ACTION: HE to request permission from DS; cupboard to be sourced.

### 4. Election of PPTA Committee 2018-19

- 4.1. EC is stepping down as **Chair**. HE was voted as new Chair, seconded by EK.
- 4.2. **Vice Chair** is also stepping down. We did not vote for a new VC as several members of the PPTA were unable to attend the meeting. This is therefore currently vacant. ACTION: All PPTA members to consider this role and let HE know if they are interested please.
- 4.3. **Treasurer** - remains EK and LR. EK keen to hand over more to LR if possible and will discuss with LR.
- 4.4. **Secretary** - no volunteers - consider this being a rotating role with one person taking on the job at each meeting.
- 4.5. **Publicity** - remains AR.
- 4.6. **Sponsorship** - AM will struggle to help this year because of work commitments. HE will continue to support this and we may consider an 'event by event' role for different PPTA members. Susanne Baker (Yr 6 parent) has been very helpful with prizes in the past and HE will ask if she is willing to continue. However if anyone would like to volunteer please let HE know. ACTION: all.

### 5. Fundraising

- 5.1. Feedback on summer fete: we deferred this item to the next meeting for time reasons.
- 5.2. This term's events:
  - 5.2.1. KS2 Hallowe'en disco: AGREED. To take place 9 November school permitting. Start at 3.30, with food provided - hot dogs as a minimum. Finer points of the event will be discussed at the next meeting. ACTION: HE to discuss with Mr Dubberley.

- 5.2.2. Christmas hampers: AGREED. To start at beginning of December, colour themed.
- 5.2.3. Christmas cards: After much discussion it was agreed not to run this again this year - we didn't get much engagement from parents, it's very complicated logistically and school found it difficult to encourage children to work on art for Christmas in October! Worth considering again next year but with a dedicated team working on it to make it really effective.
- 5.2.4. Santa: AGREED. Our usual Santa is now retired. Agreed to ask Mr Cham if his dad would do it again. If we get agreement for our locked cupboard, the books (which have already been purchased) can be stored there. Event to take place the week that school provides Christmas dinner and Christmas jumper day. ACTION: HE
- 5.2.5. Cake sales: Macmillan Friday 28 September. Please tell your class groups and encourage bakers! We will also hold a raffle to sell off some of the prizes left over from the fete tombola. HE, GK, AR can all attend the Macmillan morning. ACTION: HE, GK, AR
- 5.2.6. Proposed that we have a cake sale that benefits PPTA - this works best if we target the proceeds to something specific so we will invite staff to put forward ideas as discussed above. ACTION: HE
- 5.2.7. Children in Need: to discuss at next meeting.
- 5.2.8. Uniform sales: proposed that we run a regular weekly uniform shop out of the pod on a Friday afternoon. This could be announced in the school newsletter and put on the school diary. HE should be able to do this most Friday afternoons but support from others would be much appreciated. ACTION: All

## 6. AOB

- 6.1. Recruiting new PPTA members: agreed the following:
  - 6.1.1. We are aware that some of our group are approaching their final year at the school, and we would also like to recruit more members generally. Agreed to put a letter in Reception children's bags about the PPTA and inviting parents/carers to join and/or attend next meeting
  - 6.1.2. Chase up on Mrs Shipley's A board to use for PPTA publicity/ presence.
  - 6.1.3. Announce meeting dates further in advance and publicise on school door and in school calendar.
  - 6.1.4. Presence at Reception 2019 intake sessions - 16<sup>th</sup>, 17<sup>th</sup>, 18 October (1.45-3.00pm). Volunteers please! (HE can do 16<sup>th</sup>, 17<sup>th</sup>).
  - 6.1.5. Presence at parents' evenings - tea/cake by the main entrance and leaflet about the PPTA including survey on what parents/carers would like to see happening, also inviting them to share their skills/ experience/help with us. Parents evenings are 16<sup>th</sup> (5.00-7.30) and

18<sup>th</sup> (4.00-6.30) October. Volunteers please! (AR, HE can do both dates, GK can do 18<sup>th</sup>).

7. Date of next meeting: to be agreed via WhatsApp group.