

Christleton Primary School

PTA Annual General Meeting

Monday 30th September 2024 @7pm

Attendance:

There were 11 attendees including Oliver Mitchell (Head Teacher), Caroline Hall (Chair), Loucy Bolshaw (Vice Chair), Elsita Payne (Secretary), Rebecca Lawrance (Treasurer) and parents from within the school.

Chair's Report:

CH opened the meeting with her Chair's report including a recap of all fundraising activities for 2023-24 and giving thanks to the committee, school, volunteers and other contributors for their hard work over the year.

Treasurer's Report:

RL gave the Treasurer's report. She stated that the opening balance of the account from 31 August 2024 was £35,442.97 and that total funds raised throughout the 2023-24 school year was £10,725 plus an additional £761 funds held by the school. This meant that the PTA was in a position to make a contribution to the school of up to £30,000. A breakdown was shared with the meeting, stating that the largest earners of the year were the Christmas Fair (£2,683) and the Summer Fun event (£2,077).

The School Lottery and corporate match funding schemes were highlighted as particularly good fundraisers with minimal effort, and it was agreed that these would be pushed with parents in the autumn newsletter. CH also suggested that we circulate promotional materials via the spider app. EP to include details in the newsletter and share materials with school for circulation.

We discussed the Christmas Cards and how it was felt that the £1200 overhead cost to produce these was too high in contrast to the effort and overall profit raised for the PTA. It was agreed that LB would look at alternative suppliers for 2025/26.

Upcoming Events:

Dates for autumn term events were discussed and agreed as follows:

- Christmas fair 29/11/24
- Wreath Making Workshop 05/12/2024
- Film night 11/12/2024

Plans for the Christmas Fair were discussed including agreeing to host the fair inside again, the need for more card payment facilities on the day and to spread out the communications to parents regarding donations in the run up to the event. We also discussed the candy floss machine and how up to now we have kindly been able to borrow the candy floss machine from a school pupil but that going forwards we need to consider purchasing our own. This is used at every event, and it is a firm favourite and good fundraiser for the PTA so it was agreed it would be a good investment for the school. CH and EP agreed to look at options with a similar specification.

It was also agreed to order printed raffle ticket books again this year as this helps with distributing and selling tickets with the wider school community. CH to submit the same order and quantity as last year.

CH also agreed to organise a date for the PTA and volunteers to meet and plan the event in more detail.

Potential Future Events:

Several ideas for potential fundraising events were put forward, including:

- A Bingo Bongo style evening at the school for parents.
- A more festival style summer fun event with LIVE music, food and drinks that goes into the evening approx 9pm.

- A picnic for reception 2025 parents to do a meet and greet
- Approaching local supermarkets to see if we could be included in their token charities
- Year round donation box for pre-loved uniform in the school reception
- PTA show and tell at parent meets/events to promote fundraising

EP to create a message to be sent out by the class reps to get a feel for what events parents would most like us to organise.

The date of the summer fun day was also discussed and it was suggested that this could be brought forward to before the spring half term holidays, to avoid date clashes with the Christleton Fete and Christleton Village Show.

Second Hand Uniform:

It was suggested for a permanent donation box for preloved school uniforms to be placed in the school reception area and that the committee would look at alternative order and distribution options for reselling stock such as an online form. EP to create a google form to circulate via the class reps and newsletter for pre-loved uniform requests.

Headteacher Update:

OM thanked the committee for their hard work this year and the impact the funds from the PTA have helped the school.

OM shared ideas for how the school could make the most use out of the £30,000 funds available from the PTA and put forward the below preferred options by the school with approximate costings:

- A part-time forest school teacher (£5,000 per year)
- A permanent outside classroom (£12,000-15,000)
- An investigation station structure in the KS1 playground (£2,000)
- Astro turf play areas in both playgrounds (£12,000)

OM reported that there is additional government capital funding available to contribute towards the total costs of this work. And that he has already spoken to

available contractors, and expects the above work to be completed within the next 6 months.

OM agreed to share more information and images of the proposed work to be included in the autumn PTA newsletter.

Future Committee Composition:

CH explained that the PTA constitution requires committee core members to remain in the role for a minimum 2 years. However, as the existing core team were all appointed last year, this means that next year we may be in a position that a whole new team is needed. CH suggested we consider alternating the appointment of roles or how we can recruit new core members this year through promoting PTA activities. This is a vital resource for the school community and it would be a shame if the PTA were not able to continue.

Actions:

1. EP to highlight the ease and effectiveness of the School Lottery and corporate match funding in the newsletter and share materials with school for circulation.
2. LB to look at alternative suppliers for the Christmas cards for 2025/26.
3. CH and EP to look at options for purchasing a candy floss machine with a similar specification.
4. CH to organise a date for the PTA and volunteers to meet and plan the Christmas fair in more detail.
5. EP to create a message to be sent out by the class reps to get a feel for what potential events parents would most like us to organise.
6. OM to provide information and images of the agreed projects using PTA funds for the Autumn PTA newsletter.