Wellfield Infant and Nursery School PTA AGM

Date | time 12th October 8.00 pm via Teams | *Meeting called to order by* Jo Taylor
Minutes prepared by Emily Aaron

In Attendance

Jo Taylor (Chair), Sarah Lyall (Treasurer), Erin Jones (Secretary), Cathy Graham (Head teacher), Rose Fairclough (School), David Moodie (Governor), Helen Eaton (Committee Member), Emily Aaron, Jessica Moore, Anthony Ormandy, Jo Gray, Emma Veitch, Ian McCusker, Danielle, Suze

Apologies:

Siân Hughes, Kirsty Plant

1. Welcome and apologies

Welcome and apologies read by Jo

2. Minutes of the AGM held on 12th November 2022

The minutes from the previous AGM were read by Erin Jones and agreed as a true record. In summary, the majority of actions were achieved. Target had been achieved and money was raised for an outdoor classroom.

3. AGM – Chair's Report for 2022/2023

The annual Chair's report for 2022/23 was presented and read by Jo. The Chair thanked all those who have contributed to the PTA over the past year and praised the members and volunteers for raising £9,053, which went towards the outdoor classroom alongside other items. Many events took place including: the Christmas discos, a summer fair, a curry evening, raffles and Halloween events.

Thanks were given to Kate as co-chair. Jo announced that she would be stepping down as chair but would like to remain as a committee member. She thanked everyone for the support.

Miss Graham expressed a big thank you to everyone for their support this year. The amount raised is truly phenomenal. The outdoor classroom has frequently been used and is a real asset to the school. The playground equipment and sand pit (which is awaiting sand) are also very much appreciated.

4. AGM – Treasurer's Report for 2022/2023

Sarah presented the Treasurer's report for the year ending 10th October 2023 and it was reported that over £9k was raised over the past year. A breakdown of all fundraising events and

income and outcome was presented. All events were successful, especially the discos, summer fair, parent sponsored run and raffle.

5. AGM – New Members

The PTA thanked Jo and Kate for all their hard work.

A vote was held to elect members of the PTA:

- Chair – Erin Jones
- Secretary – Emily Aaron
- Committee member – Jessica Moore

6. Fundraising target for this year

The PTA would like to raise money towards a canopy for the Reception area. Quotes for this suggest a cost of around £22,000. PTA would aim to raise £10,000 towards this.

Cathy also asked for the PTA to consider contributing towards improvements to The Sensory Room as currently the heated water bed and bubble tube are both broken. It is likely to cost around £2,700 to £2,900 to replace each of them. The insurance will cover £1,700 and £500 is being donated from a charity. The school would like to replace the heated water bed this year and asked if the PTA could contribute towards this, and then the bubble tube the following year. Rose would also be grateful for new choir t-shirts costing approximately £100.

7. Shed

A space is needed to store PTA stock. The shed at the front of school would give easy access.

It was suggested that Ian could be asked to move some of the caretaking equipment to a new shed. All current sheds are full so a new shed would be needed.

8. Joint events with Friends of Wellfield Juniors

Erin has met with their chair to discuss possible future events. The quiz and curry event would work well as a joint event. Two dates were put to Paul and he chose 23rd February. It will be held in the Junior's hall.

Raffles were suggested as another possible joint enterprise. Companies are only likely to donate once a year so this would possibly need to be held in the summertime.

A discussion was held around whether Christmas hampers should continue with parent contributions jointly with WJS.

It was questioned as to whether this would lead to less money being raised. It was suggested that Christmas hampers should continue to be a separate event and a joint raffle could be held in Summer. Erin will take that suggestion back to the juniors.

9. Events

- The Halloween Costume Sale and tuck shop has already taken place and this raised £110. It was agreed that this was a great event in terms of recycling costumes and supporting parents in a cost of living crisis.
- Christmas Discos will be held December 8th. We have already arranged for a DJ and a special guest.
- A Christmas jumper sale was proposed for Friday 17th November.
- A Bonfire tuck-shop was proposed and agreed upon. This will take place on Friday 3rd November.
- A pumpkin carving competition was also proposed and agreed upon.
- The school has registered for a Christmas Card Fundraiser. Children to complete designs over half term and return to school. Erin thanked the school for choosing this option and carrying out the admin.
- A Bend the Rules day was proposed for January 19th which is the same days as the juniors. 50p per rule broken with a maximum of £2 to be spent. Rules discussed included: crazy hair, bring in a treat for break, juice in your water bottle, tattoos/nail varnish, trainers, non-school jumper, wear your pyjamas, bring in a teddy or toy
- A book event will be held to promote reading for pleasure. The date of Friday 1st March was proposed as this is before World Book Day. Jo Gray to organise. She suggested that money raised could go towards books. School agreed that this would be particularly helpful as the School Library is currently being improved. The PTA would like to run a World Book Day costume sale as part of this event.

10. Canva

The PTA has a Canva account. It is currently free but after 31/10/23 there will be a charge for new users to be added. Therefore, if anyone would like to be added to the account, this will need to happen before the above date.

11. AOB

- Treat bags have been done in the past. This has proven to be very difficult logistically. It was agreed that a Tuck Shop is a better idea.
- Jo Gray, as the Reading Champion, would like the reading newsletter to be sent out half termly. Cathy suggested that the school could do this, perhaps on SEESAW.
- The Charity Commission now requires a Social Media policy. Jo Taylor is happy to do this.
- A question was raised about whether all Gift Aid has been claimed. Sarah will look into this.
- A possible future fundraiser of tea towels was suggested. Both the PTA and school are fairly keen for this to happen. It will be added to the agenda for the Spring term.

12. Date of next meeting

Thursday 23rd November at 8pm