



Shadwell Primary School PTA AGM (Via Zoom)
Wednesday 21st October 2020

Attendees

Amy Paterson (Joint Chair) (AP)
 Anna Winter (Joint Chair) (AW)
 Diane Newman (Treasurer) (DN)
 Kerstin Ward (Company Secretary) (KW)
 Natalie Martinez (Social Secretary) (NM)
 Valerie Wilson (Executive Deputy Head Teacher) VW

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| Amy Matthews (AM) | Jen Mitchell (JM) |
| Andrea Bell (AB) | Joanne Smedley (JS) |
| Andrew Webster (AW) | Kelly Davis (KD) |
| Caroline Webster (CW) | Liz Eales (LE) |
| Claire Allwood (CA) | Manisha Patel (MP) |
| Jen Mitchell (JA) | Zuhura Aktar (ZA) |

| Item | Minutes | Action |
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| 1. | <p>Welcome, Introductions and Apologies</p> <p>AP welcomed everyone to the meeting, completed introductions and advised those present of the regular format of the meeting.</p> <p>Formal apologies were received from Sarah Richards, Christine Pearson, Claire Horn, Laura Parker & Kirsty Hicks.</p> <p>Sarah Richards sent her heartfelt thanks for the work of the PTA and shared her support for developing innovative fundraising concepts this year. The more money we can raise, the better!</p> <p>This year school have consciously overspent on the budget, to keep children as safe as possible. This includes segregating staff and allocating staff to just one class, it includes employing more staff to do this; it includes special purchases (eg. perspex screens for speech and language therapy sessions) and the obvious additional purchases of PPE etc. The children get a minimum of 8 squirts of hand gel each day - it soon needs replacing!</p> | |

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| 2. | <p>Minutes from the 2019 AGM</p> <p>KW summarised the Minutes from the 2019 AGM (01/10/19). All actions from the AGM actions were completed. No questions were raised from members present. The Minutes of the meeting were accepted as an accurate reflection of the meeting.</p> | KW |
| 3. | <p>Chairs Report</p> <p>AP read out the Chairs report (attached) which highlighted the successful events and fundraising during the first term of 2019 / 2020.</p> <p>The funds raised enabled the PTA to support a wide range of educational provision including bee-bots robotic equipment, annual Zulu software for the school iPads. Further details of which are identified in the attached report.</p> <p>Jenny Croston was thanked for her efforts in helping to secure a large grant from the Elizabeth Hastings Trust to facilitate the purchase of the new KS1 playground equipment.</p> <p>Thanks were given to the parents involved in the gardening project for their continued efforts in transforming the outdoor areas. Special thanks were given to Claire Horn who led the project.</p> <p>Providing access to exciting outdoor space, especially during the current climate has been prioritised. Consequently, plans to update the KS2 playground equipment were outlined, at a potential budgeted cost of up to £30,000.</p> <p>It was noted that grants may be harder to access during the current school year due to funding issues across all schools. The school community should therefore be encouraged to come up with new ideas.</p> <p>Innovation and initiative are now required from our school community to deliver a different programme of fundraising that moves away from our usual events which we are sadly unable to hold in the current climate.</p> <p>The report appealed for help from parents and thanks parents, teachers, and class reps for their involvement during the last school year whilst further volunteers are sought to assist the gardening project team.</p> <p>Finally, special thanks were made to the PTA committee and individual class reps. AW and AP, the joint chairpersons confirmed they would be stepping down at Christmas and both roles would need to be filled.</p> | AP |

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| <p>4.</p> | <p>Treasurers Report</p> <p>DN Thanked everyone for their help and support during the previous school year and reported that a fantastic £4,567.38 profit was raised from events during the 2019/2020 school year. The report acknowledged the £13,560 grant received from Elizabeth Hastings Trust for the play equipment.</p> <p>DN read out the report confirming the profit made at each event in comparison to 2018/2019 and detailed items the PTA has funded in school during 2019/2020 (as shown in the Chairpersons report).</p> <p>DN noted that the 2019/2020 Christmas café made less of a profit than the 2018/2019 year due to not selling dvd's of the Christmas performance.</p> <p>It was noted that AmazonSmile and Easyfundraising raised a total of £142.48.</p> <p>DN informed the group that the bank balance as of 29/09/20 was £6,013.85.</p> | <p>DN</p> |
| <p>5</p> | <p>Election of Officers</p> <p>There were no volunteers for the roles of Joint Chair, Treasurer or Social Secretary role.</p> <p>AP and AW agreed to remain in the role up until Christmas to follow through on events that have already been planned.</p> <p>It was suggested that the role could again be undertaken jointly as the sharing of ideas and support has worked well.</p> <p>KW was proposed to continue the role of Company Secretary. Vote was carried.</p> <p>DN and NM agreed to continue in their roles as Treasurer and Social Secretary. Vote was carried.</p> <p>Jenny Croston has agreed to continue as Grants Officer. Vote was carried.</p> <p>Class rep roles were discussed. DN suggested that the core PTA members should not also have to also be class reps. The class rep roles were agreed as below:</p> <p>Reception: Manisha Patel Year One: Kirsty Hicks Year Two: Caroline Webster and Andrew Webster Year Three: Zuhura Akhtar Year Four: Asia Rehman and Kelly Davis Year Five: Claire Allwood Year Six: Andrea Bell</p> | |

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| 6. | <p>Fundraising Opportunities for 2020/2021</p> <p>It was suggested that the fundraising would be split into two categories of short-term funding, for resources required by school and longer-term funding for KS2 outdoor provision, which can be undertaken with minimum social contact. Consideration of fundraising options to replace the large events such as the Christmas Fair.</p> <p>VW identified that the school has previously not wished to ask parents for additional contributions for school resources such as stationery. However, there is a significant shortfall due to expenditure on PPE, hand sanitiser and additional IT equipment (so that teachers and teaching assistants would not need to share ipads across classes). VW to draw up a 'wish list' of resources needed.</p> <p>In addition, funding has been spent on additional teaching assistant hours to enable teaching assistants to stay within class bubbles.</p> <p>The PTA are in the process of reintroducing Bag2School. NM is liaising with the company and had agreed that bags will be collected on Monday 30th November.</p> <p>Christmas Shop – Shopping can mainly be done online this year. Class reps to ask for volunteers to assist with shopping, wrapping and selling. Date agreed as Tuesday 8th December. Update- due to the possibility of class bubble closures the PTA have taken the decision to not go ahead with the Christmas shop this year.</p> <p>It was discussed whether each class could arrange two hampers (one food, one wine) for the Christmas raffle. DN advised that £462.80 was raised on the raffle alone during 2019/2020. AB asked whether it would be the class reps responsibility to create lists and ask parents.</p> <p>A number of suggestions such as a school lottery and annual PTA subscription were identified as approaches of raising money to contribute towards school resources such as stationery. These were accepted as good revenue streams by all members present.</p> <p>JS suggested an 'opt out to help out' approach. Losing some of the events which were less fun for the children (such as the hampers) and asking parents to contribute instead by way of a subscription. AW suggested keeping events such as Christmas jumper day and the Christmas present shop as the children enjoy these.</p> <p>School / PTA to notify parents throughout the year on how much has been raised and what it is being spent on.</p> | <p>VW</p> <p>NM</p> <p>Class reps</p> <p>Class reps</p> |
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| 7. | <p>Targets for 2020/2021</p> <p>The target of raising money towards replacing / upgrading the current KS2 playground was prioritised, with equipment which can be used all year round. The project should include consideration for additional shelters for spectators at sports events / matches.</p> <p>DN has looked at Crowdfunding through Donate My School. It was identified that this scheme could be shared with the wider school community and their family members.</p> <p>It was suggested that each year group could take on an activity to raise money and get sponsored. It was noted that a local school had raised £5,000 through the children taking part in a sponsored walk. Children to decide on sponsorship ideas.</p> <p>AB advised that the school where she teaches has a new pyramid climbing frame (similar to the Harewood adventure play area outdoor) at a cost of £15,000 which followed consultations with the children. AB to take photographs and obtain cost for similar equipment. AP identified that the PTA would then look for match-funding</p> <p>AW identified that it may be possible to organising one community event next year with Shadwell Cricket Club. A Scarecrow trail was suggested after successful events in nearby villages.</p> <p>AW suggested a Shadwell PTA second-hand marketplace where items could be sold and money which could be then donated to the PTA. It was identified that a parent could be asked to lead this. AP identified the site Jumble Bee as an example. DN identified that it would be necessary to check the website security and what payment system could be in place.</p> <p>JM identified that she would be happy to pay an additional donation to school through Parentmail. The option of paying additional money was already listed on Parentmail however not clear. Ensure this option is highlighted in all future Parentmail covering emails.</p> <p>The idea of doing a Zoom school choir was discussed, however there were concerns expressed about the feasibility of this due to time delays. Investigation with Rock Choir to see if it is possible to arrange via Zoom</p> <p>JM asked whether gift aid had been investigated. DN mentioned that the DonateMySchool option includes the option to add gift aid.</p> | <p>Class Reps</p> <p>AB</p> <p>School Office</p> <p>LE</p> |
| 8. | <p>Any Other Business</p> <p>It was noted that the school had reached half term with no known positive Covid-19 cases and therefore no need for any 'bubbles'; to isolate. This has been facilitated through excellent management and utilising of funds to implement a range of safety measures in place.</p> <p>DN and NM wished it to be noted that this would be there final year in their PTA roles</p> <p>VW thanked AP and AW for their dedication to the Chairperson roles.</p> <p>Meeting Closed at 20:50</p> | |

