



**SHADWELL PRIMARY
PTA**

**Shadwell Primary School PTA AGM
4th October 2018**

Attendees –

Amy Paterson (AP) - Acting Chairperson	David Ford (DF)
Anna Winter (AW) – Secretary	Kate Gilfillan (KF)
Vidya Venkatesh (VV) – Treasurer	Kelly Davis (KD)
Natalie Martinez (NM)	
Esther Kibwana (EK)	
Di Newman (DN)	
Kerstin Ward (KW)	

Item	Minutes	Action
1	<p>Welcome, introductions and apologies</p> <p>AP welcomed everyone, and we all introduced ourselves.</p> <p>Personal note read out to the meeting from Jenny Croston giving her apologies and resignation as chairperson due to personal circumstances. The group thanked Jenny for all of her work as Chairperson of the PTA over the last three years and were glad to hear in her note that she is willing to stay an active member of the PTA Committee.</p> <p>Mrs Wilson, Claire Allwood, Zuhara Aktar, Andrea Bell, Danielle Burrows, Sarah Crossland, Asia Rehman, Zoe Reisman and Andrew Webster sent formal apologies.</p>	
2	<p>Chair’s Report</p> <p>AP summarised the Chairpersons report from JC which highlighted the breadth of events we had run in 2017/2018 with lots of new events trialed, successful ones noted included Film Night, Smartie Challenge, Sports Day Social, Bun sales. The report also discussed the continued financial pressure faced by schools on budgets and the importance of funds raised by the PTA. (See attached report for more details.)</p>	
3	<p>Treasurer’s Report for the year ending 31 August 2018</p> <p>VV informed the group that she would be stepping down as Treasurer but would remain part of the PTA committee. The group thanked VV for her dedication and commitment to the role over the last two years.</p>	

	<p>VV informed the group there is currently £5918 in the PTA account. Last year we raised approximately £7,500 from the following activities:</p> <ul style="list-style-type: none"> • Xmas Fair and Activities - £2006 • Film Night - £311 • Mother's Day Shop - £184 • Disco - £250 • Smartie Challenge - £482 • Bun Sale - £152 • Royal Bae Sale, Father's Day Shop, Sports Day Social - £583 • Summer Fair - £2677 • Ice Cream Sales - £898 <p>Some of the funds raised have been used for the following:</p> <ul style="list-style-type: none"> • Laptops • IT Equipment • Mini bus painting • Lockers (KS2) <p>Meeting to be held with school in coming weeks to discuss 2018/2019 fundraising priorities (details to be cascaded asap)</p> <p>The group thanked everyone involved and all those that had volunteered time to help at the above events. Special thanks were given to Zoe Reisman and Danielle Burrow who managed the ice cream sales again in 2018 and delivered record sales!</p>	
4	<p>Election of Officers</p> <p>All current and leaving officers were thanked for their work during 2018/2018.</p> <p>Amy Paterson and Anna Winter put themselves forward for the Chair role. Proposed by KW and seconded by EK</p> <p>Di Newman proposed by AW and seconded by VV for Treasurer role</p> <p>Kerstin Ward proposed by AP seconded by VV for Secretary role</p> <p>Natalie Martinez proposed by KW seconded by AW for Social Secretary. Natalie has been supporting in this role in 17/18 and agreed to take this on formally with responsibility for communication of events calendar and roll out of dedicated PTA website (KG offered to support NM)</p> <p>A dedicated Grants Officer role was proposed to support the school in bids for grant funding from local businesses</p>	

	<p>and bodies. JC offered to support this role in the writing of the bids. The group thanked JC for this and agreed her experience in the role would be invaluable. Agreed would send out a full description of this role on parent mail to find someone to work alongside JC on this role.</p> <p>All class reps agreed to continue in their roles.</p> <p>Andrew Webster agreed to take on the role within the reception year group.</p> <p>AP and AW welcomed the new committee and said they looked forward to working together.</p>	<p>AP/AW to send communication on new Grants Officer role to all parents</p>
5	<p>Bonfire Night</p> <p>AP advised the group that following a meeting AW and AP attended with Shadwell Cricket Club the PTA would be involved again in this year's bonfire (3rd November). This is great news as the bonfire is a great fundraiser for the PTA.</p> <p>We need to get 14 helpers to support the event on the night and 10 to help with clear up the following day.</p>	<p>Request for help to be sent</p>
6	<p>Christmas Fair</p> <p>AW advised that Year 1 parents had agreed to organise this year's fair. AW to have a meeting with action group in coming week. It was agreed that there would be an unwritten rule that the incoming Year 1 (previous reception) would organise the Christmas fair as a way of getting more involved with the PTA.</p> <p>DF agreed to look into whether "Santa" was available again this year</p>	<p>AW to meet with Year 1 group on plan for fair.</p> <p>Date agreed as 14th December</p>
7	<p>Proposed Events Calendar</p> <p>AW presented the proposed event calendar for 2018/2019. New events to be trialed including a magician night for the kids, wreath making workshop, winter 'tuck' shop, second hand uniform sale.</p> <p>It was discussed that 2017/2018 events had all been well received and delivered lots of fun for the children.</p> <p>Feedback was received on the film night that it would probably work better split by KS1 and KS2, this was noted.</p> <p>All ideas are welcomed on potential events and it was asked that class reps encourage that parents share any suggestions they may have.</p> <p>The PTA now have a candy floss machine and large gazebo that is available to hire to families of Shadwell school.</p>	

8	<p>Grant Funding and Other Fundraising</p> <p>The importance of securing grant funding as an additional revenue stream was discussed and how in order to take this forward it needed to be a dedicated role in the PTA who worked very closely with the Business Manager at school. A meeting is to be held with Louise in the coming weeks to discuss key projects for grant funding.</p> <p>If any parents work for companies that offer community/charity funding, please get in touch with the PTA Committee.</p> <p>We discussed using the Just Giving Platform as a means to give parents another way to contribute if they cannot donate their free time or wish to make specific donations for school.</p> <p>Subsidies were also discussed as an alternative method of funds for school as several local schools now undertake this. Research to be undertaken by each attendee of the meeting with parents in their social networks to get an idea of how wide spread this activity is.</p> <p>It was suggested that parents would be open to this idea but there were concerns that it could hijack the fundraising from events as people may choose not to get involved if they are already contributing mandatorily.</p> <p>It was also discussed that if people struggle to make events due to other commitments there are lots of other ways people can get involved in PTA projects e.g. recent volunteer gardening!</p>	AW/AP to meet with LH to discuss next steps further
9	<p>Communication Channels</p> <p>Agreed one full committee meeting per half term and working groups to be set up per event to co-ordinate as needed.</p> <p>With the appointment of a social secretary the committee committed to get the PTA website live before the end of the year which will help everyone keep up to date with PTA matters.</p>	