

GENERAL MEETING MINUTES

ST ANNE'S PTA



DATE:

Friday 3rd February

TIME:

09:00-10:15 AM

LOCATION:

St. Anne's School, Studio

ATTENDEES

Core Committee	Gemma Dolan (Chair); Sarah McNeill (Treasurer); Emma Fitzsimons (Secretary & Social Media Lead)
Members	Eight members in attendance
School Representative	Mr. Bates (Headteacher)

AGENDA

1. Welcome and introductions
2. Finances
3. School Update
4. Committee Recruitment
5. Upcoming Events
6. AOB
7. Next Meeting

1. WELCOME AND INTRODUCTIONS

The Chair, Gemma welcomed the PTA members and Mr. Bates. Each attendee introduced themselves. Gemma went through the agenda items to confirm if anything else needed adding. No other items required at this time.

2. FINANCES

The PTA Treasurer Sarah gave a brief overview of the finances.

Currently approximately £11000 of PTA funds.

Of these funds, £5000 has been allocated to the outdoor learning area. The school is currently in the application process for this area.

A breakdown of these Final Accounts for school year 21/22 can be found on the school website in the PTA area at the following address:

<https://st-annesrc.lancs.sch.uk/school-life/pta#doc-collapse-280746>

The PTA have asked the school to generate some proposals from the school on potential ideas for allocating the funds; as well as ideas of what we may be fundraising for in the future.

3. SCHOOL UPDATE

Mr. Bates, School headteacher attended the first half of this meeting to discuss updates from the school, plans, finances and ideas for future funding opportunities.

Uniform Storage – Mr. Bates was able to confirm following the completion of the new school office there would be a suitable location within the school building to store a larger proportion of the pre-loved uniform stock. The room would be able to display the stock for parents and carers to browse in a discreet location within the school building. A suggestion of asking the children to design a wall mural (similar to the one in new building) was put forward and agreed. The PTA should get access to this area after half term; and will send out communications to the school community when it is up and running.

Proposals for Allocations of Funds – Ideas of funding proposals were put forward and discussed. Mr. Bates is currently gathering quotes for the proposals before agreement.

- Musical instrument collection – will be of benefit to all children in all years and in years to come.
- Equipment for school performances – every year does a play at some point. Improved equipment will enhance the experience of those students on the stage; and for those students who prefer to work in the background will get the opportunity of using performance equipment. Will need KS1 and KS2 equipment.
- Sensory room within the EYFS classrooms – a sensory room can be used by all children by providing an area of calm and comfort.
- Transport costs for school trips – is this something the PTA would like to continue.

Mr. Bates and the PTA discussed the importance of being open and transparent with what PTA events are raising funds for. However, there are non-specific fundraising activities (such as the school, lottery and easy fundraising) that are on-going and will naturally increase the funds throughout the school year. There was an idea to contribute a % of these funds to subsidize something for each year group – not agreed at this meeting.

4. UPCOMING EVENTS

Event	Date/Proposed	Comments
Book Swap	2nd March TBC	Need to confirm if studio room available to store and prefer books prior to event
Break the Rules	31 st March TBC	50p rule, maximum 4/5.
Easter Event	TBC	Film morning/evening? Egg Hunt?
Coronation Event	TBC	School led and PTA support? TBC

5. COMMITTEE RECRUITMENT

The current PTA Chair Gemma Dolan has now been in position for three years and will soon be stepping down; but will continue in the PTA in an advisory capacity.

Two other committee members will be leaving PTA at the end of this school year as their children are in year six – Karen Lawrenson who is the Pre-Loved Uniform Co-Ordinator & Sustainability Champion and Stacey Pope who is the Pilate Co-Ordinator.

Unfortunately, committee member Christina Taylor has had to withdraw from the PTA at this time due to commitments elsewhere.

The PTA have tried on several occasions to recruit members for the core committee but have not been successful in filling all positions. To enable a PTA to function and continue operating as a registered charity it is crucial that core roles are filled. The PTA are asking the school to help with upcoming recruitment of these roles.

Feedback suggests that parents and carers who are interested may be daunted by the thought of taking on roles; however, they may be more inclined to share the role responsibilities with others. Therefore, the PTA roles can be split into 'co' roles where appropriate. All suggestions for the roles below and other roles will be considered.

Below are the roles that are currently available:

- Chair/Co-Chairs and Vice Chair
- Vice-Treasurer
- Vice-Secretary
- Pre-Loved Uniform Co-Ordinator
- Pilates Co-Ordinator
- Social Media Lead
- Year Group Reps

6. AOB

Once a date for Book Swap has been confirmed; Laura E may be able to arrange support for this event.

7. NEXT MEETING

3rd March 2023 | AM/PM: TBC | Location: TBC

Next meeting agenda items:

- Lessons Learnt from Breakfast with Santa
- Committee Recruitment update
- Funding Allocation update

ST ANNES PTA CONTACT DETAILS, SOCIAL MEDIA AND USEFUL LINKS



PTA Email (main contact): stannespta@outlook.com



Pre-loved Uniform Email: stannesuniformspares@gmail.com



Twitter: @stannesptaorms1



Facebook: PTA St Anne's Catholic School Ormskirk



Facebook (Pre-loved Uniform): St. Anne's, Ormskirk PTA, Uniform Spares



Instagram: st_annes_pta



Registered Charity Number: 1041684



Easy fundraising [Link HERE](#)



Your School Lottery [Link HERE](#)



PTA Events Website [Link HERE](#)