**St Mary’s Primary School PTA AGM**

**Friday 25th November 2022**

**Those in Attendance**

Claire Clarke (CC)

Sheryl Hayes (SH)

Sarah Jones (SJ)

Sarah Genner (SG)

Sarah Hunt (SHu)

Lucy Cooper (LC)

Mike Genner (MG)

Jonathan Wynn (JW)

Donna Pagel (DP)

Kerry Morgan-Shaw

**Welcome**

CC welcoming everyone to the meeting and thanking them for making time to attend the meeting today.

**Apologies**

Stacey Sutton

Helen McClure

Charlotte Strong

Becky Hall

**Minutes of the last AGM**

The last minutes were approved.

The minutes of the last AGM were approved by CC. The last AGM made the following appointments:

* CC Chair
* SH Vice Chair
* SG Secretary
* SJ Treasurer

**Chair’s report**

Please see attached report.

CC was particularly concerned about the future of the PTA and ensuring that new people join, especially as many members of the PTA will be leaving in July. CC cannot run the PTA without people volunteering. It does not have to take up lots of time, any time people can give will be much appreciated.

CC confirming that we have some further events this term to increase the fund. Raffle tickets still need to be collected and the Big Breakfast is fast approaching.

It was noted that we made money on film night but this is not the objective, it’s to make sure the children have a nice evening. JW confirmed the film night money is a bonus. The children love it. The experience is what the children really enjoy.

**Treasurers Report**

Please see attached report.

Noting the biggest expense has been the pantomime, but hopefully the children will have a lovely time.

CC confirming that the PTA are here to benefit the school and make sure that we can enrich the children’s experiences.

CC noting that the Big Breakfast may not make as much money this time as we are having to use a different butcher, which is more expensive and also due to the time of year as people may be busy.

CC noting that she was concerned about having to ask people for donations on this occasion due to it being close to Christmas and understanding that money is tight for a lot of people.

Noting that the grotto is on track.

The selection boxes are being taken by LC to wrap up.

Noting that when CC and SJ met with Chloe Hawkins, they were told that the accounts did not look as good as they could, because basically every time we spend something it is being logged as an expense rather than a cost. This is going to be looked at further.

**Election of officers of executive committee:**

One of the functions of the AGM is to appoint the officers of the executive committee. CC confirming that there had been no new nominations. The current members are required to stand down but can stand again.

**Chair**

CC was nominated. CC is happy to stand for this year but will need to start handing it over. CC reiterating that it will be difficult to run more events without more help. CC noting that SH and SG have children that are leaving in July. If they are re-elected then there may have to be an EGM at a later date, to elect their replacements or decide whether the PTA is going to continue.

There needs to be a succession plan.

Unanimous decision for CC to be re-elected as Chair.

**Vice Chair**

SH was put forward as vice chair. SH confirming that she would only be able to take on that role until Lawrence leaves in July.

Unanimous decision for SH to be re-elected.

**Secretary**

SG was put forward as secretary.

Unanimous decision for SG to be re-elected.

**Treasurer**

SJ was put forward as treasurer.

Unanimous decision for SJ to be re-elected.

**AOB**

CC asking if there were any helpers for the Christmas BB. Noting that people were short of time and it is quite tricky to organise it due to the extras we will be taking on.

There was discussion about the donations from parents and concerns raised about asking people on this occasion due to the financial pressures people are facing, and the fact it is so close to Christmas.

MG asking roughly how much it would be for the food normally covered by the donations. MG confirming that as a company they can make charitable donations. It was agreed that details of the food required would be supplied to SG and MG at a later date. MG would donate the money to cover the cost of the food from the company.

It was agreed that CC would provide a list of the food and MG and SG would purchase this and bring it into school the afternoon before Big Breakfast.

Further discussions were then had about how to encourage new parents to be a part of the PTA. SHu suggesting a “get together” of some kind in January 2023 to try and get people to meet each other and on board with what the PTA do.

CC thanked everyone for attending the meeting.

**St Mary’s PTA AGM**

**Friday 25th November 2022**

**Chair’s Report**

Since the last AGM, St Mary’s PTA have had another productive year, one of which I am very proud to have been a part of.

We continue to develop effective relationships between the staff, parents and others associated with the school and we engage in activities that raise funds to provide facilities and equipment for the school to advance the wellbeing and education needs of the pupils.

Our events are also always a lot of fun and provide us all with a very busy social calendar!

The committee consists of 4 key roles, Chair, Vice Chair, Secretary and Treasurer and as always, I am super grateful for everyone who supports the PTA, in whatever capacity they may do so – every contribution counts, however big or small.

Thanks in particular to Sheryl, Sarah and Sarah, who make my role a little less stressful and always a lot more fun!

So, since the last AGM in November 2021, let’s look at what we have achieved…

Christmas Disco 2021 £84

Colton Christmas Fair 2021 £165

Valentine’s Disco £93

Easter Bingo £386

Carwash May 2022 £232

Big Breakfast June 2022 £547

Jubilee Teatowels £230

Sports Day £210

Pre-Loved Uniform Sale £93

Carwash October 2022 £300

Film Night £197

Colton Christmas Fair 2022 £130.

We raised a total of £2,667! Wow!

Through these fundraisers, the PTA have been able to fund some amazing things for our children as well as support the school and community. These include:

* Georgia Holloway to provide weekly dance and drama lessons
* PC Monitor for use in the library as an extra teaching space
* Urn and toaster for PTA – also used for care club and school events
* 4 x reading boxes and picnic blankets to be used for outside reading
* 2 x football goals
* Annual subscriptions to The Phoenix Comic, First News, Wonderbooks and Paddington Postcards
* Mirrored gazing balls for the children’s Jubilee garden
* New guinea pig run
* Year 6 leaver’s celebrations and hoodies
* Welcome packs for all new parents
* Welcome/ welcome back coffee morning for all parents
* Memorial planter for Joan Kinsman updated seasonally with new plants
* Wooden Tepee for outside school
* Soil for the raised beds
* Whole school panto trip (£1183) to the Lichfield Garrick
* We were also finalists in the National PTA Awards for Community Initiative of the Year for our ‘Back Together Again Big Breakfast’.

I think you will all agree that these are all pretty impressive achievements for such a small school!

So, plans for the next few months are the Christmas Wreath Workshop which is being held this evening, Christmas Big Breakfast on 10th December and our PTA Christmas Raffle to be drawn on the same day.

Despite the incredible achievements of our PTA this year, it has, at times, felt like a bit of a struggle as we continue to try and welcome new members to join us and share the fun. We would love to see more new faces join us in our fundraising efforts in order so that the organisation can continue the fantastic work that we do for the school especially as some of our committee members will be leaving in July.

I am confident that we can continue to grow and we can carry on being a wonderful PTA and making a difference to St Mary’s and the wider community.

Thank you. Any questions? ☺

St Marys PTA Treasurer Report September 2021- 2022

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| --- | --- |
| **Amount Overview** |  |
|  | **November 2021** | **November 2022** |
| **Lloyds** | **£ 2956.58** | **£ 939.33** |
| **Petty cash** | **£226.67** | **£686. 91** |
| **Total** | **£3183.25** | **£1626.24** |

# Expenses- Overview of main payments November 21

Horti hub mugs £169.20

Big Breakfast sundries £45.14

Coopers butchers big breakfast £150.00

christmas disco sundries/food £111.37

christmas disco selection boxes £85.00

Village hall christmas tombola table £10

Joan Kinsman bench,memorial plaque,flowers £173.19

4x balance bikes and helmets £250.00

Bike shelter assembly £100

59 club winner £20

Books for each class £410.69

PSHE lessons Georgia Hollloway £125

# Income - Overview of main income November 21

Bonus ball £83.00

Christmas wreath making donation £80.00

Big breakfast £939.00

Calenders £34.00

Tombola village hall christmas fair £115.00

Christmas disco £375.30

# Expenses overview of main payments

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| --- | --- |
| **November 22** |  |
| Valentines disco sundries/food |  | £78.98 |
| New starter biscuits |  | £20.10 |
| Parent kind |  | £72 |
| 59 club winner |  | £120 |
| 19 inch computer monitor |  | £79.04 |
| Easter bingo sundries |  | £19.75 |
| Water urn |  | £99.91 |
| Reading books clear boxes |  | £34.00 |
| Picnic blankets |  | £64.00 |
| Car wash misc/sundries |  | £132.08 |
| PSHE lesson Georgia Holloway |  | £764 |
| Toaster |  | £40.00 |
| X2 football goals |  | £372.30 |
| Steffan Pearson - animal man |  | £375.00 |
| Stainless steel gazing ball |  | £29.09 |
| First news |  | £92.99 |
| The phoenix |  | £109.99 |
| Class fundraising jubilee tea towels |  | £279.00 |
| Cooper butchers big breakfast |  | £183.60 |
| Big breakfast sundries |  | £54.87 |
| Joan kinsman memorial planter flowers |  | £58.98 |
| Animal outdoor enclosure |  | £53.95 |
| Large poster frame |  | £21.94 |
| Sports day bbq food |  | £23.40 |
| Sports day sundries |  | £40.19 |
| Wildflower seeds/tissues starter pack | /tea bags | £17.05 |

Yr 6 leavers balloons/icecream/fish and chips/hoodies £217.20 Yr 6 bouncy castles £280.00

Wonder books £108

Wooden teepee £299.99

Paddington postcards £40

Top soil £130.79

Welcome coffee morning drinks/ food £15.81

Lichfield garrick panto £1183 .00

Small society lottery registration/ postage £46.85

Christmas raffle tickets / envelopes £45.00

Film night extension lead / dvd /sundries £98.71

Tombola village hall raffle tickets £8.55

Village hall christmas tombola table £10.00

# Expenses overview of main income

**Nov 2022**

Bonus ball £325.00

HSBC balance £449.53

Just giving £38.83

Calenders £16

Easy fundraising £18.26

Jubilee tea towels £509.54

Car wash - May £298.50

Car wash - October £366.15

Valentines disco £242.47

Easter bingo £405.98

Football goal donation £150.00

Big breakfast £794.40

Sports day £318.10

2nd hand uniform sale £84.00

Cash 4 clothes £4.14

Film night £292.75

Tombola Village hall christmas fair £148.55

# General Comments

Chloe Hawkins of Chloe Hawkins Accounting solutions is the PTAs independent accountant examiner