**PTA Meeting and EGM**

**15th September 2023**

**Those in attendance:**

Claire Clarke (CC)

Sarah Jones (SJ)

Sarah Genner (SG)

Mike Genner (MG)

Mrs Davies (DD)

Becky Hall (BH)

Amy Walker (AW)

Rob Collis (RC)

**Apologies:**

Amy Ellis \*

Sheryl Hayes (SH) \*

Jane Elson (JE) \*

Jen Benton (JB)\*

Kerry Morgan-Shaw (KM-S)

Charlotte Strong (CS)\*

Lucy Cooper (LC)

Helen McClure (HMc) \*

Victoria Bradley (VB)

(\* Agreed to vote by proxy and had given the details of their votes to CC prior to the meeting)

**Welcome**

Welcome provided by CC who thanked everyone for attending and giving up their time. CC confirming that today’s meeting is both a PTA meeting and an EGM to vote in the new PTA committee.

**Minutes from last meeting (05/05/23) to be approved**

CC asking if everyone had read the minutes of the last meeting, and if so whether there were any amendments sought. The minutes were approved.

**EGM – Current committee to stand down and new committee to be elected by vote**

CC confirming that unfortunately SH was unable to attend the meeting today as she was working, however she had sent in a letter confirming her wish to step down and wishing the committee the best for the future. The letter was read out.

CC confirming that she was also going to be stepping down as Chair. CC read a letter she had prepared thanking her old team and wishing the new committee all the best for the future. The letter was read out.

CC confirming that SG was stepping down as secretary and SJ was stepping down as treasurer.

Therefore all 4 positions needed to be filled. CC confirming that she would wish to nominate people for the roles.

For the role of PTA chair, CC confirmed that she would like to nominate AW

Unanimous decision to vote in AW (including the votes from SH, LC, JB, KM-S, CS and HMc.)

For the role of vice chair, CC confirmed that she would like to nominate JB

Unanimous decision to vote in JB (including the votes from SH, LC, KM-S, CS and HMc.)

For the role of secretary, CC confirmed that she would like to nominate LC

Unanimous decision to vote in LC (including the votes from SH, JB, KM-S, CS and HMc.)

Finally for the role of treasurer, CC confirmed that she would like to nominate BH (who has incredible experience)

Unanimous decision to vote in BH (including the votes from SH, LC, JB, KM-S, CS and HMc.)

**PTA Handover**

It was agreed that CC and SJ will both work with the new committee to ensure that there is a smooth transition of responsibility for the bank accounts and charity commission. In respect of the charity status the new committee will need to decide whether they would wish to continue with this and if so CC and SH will step down as trustees.

CC will also arrange a meeting with AW and BH with regard to the Big Breakfast so that they become familiar with what is required. Support will be given for the first Big Breakfast in November to ensure a smooth transition.

**Welcome Morning – Friday 22nd September 2023 (8.30am-10am)**

CC confirming that the welcome morning is a good way to meet up with both new and old families and ensure that they familiarise themselves with the new committee. We arranged a welcome morning last year and it was really successful.

The new committee can organise this how they wish, however last year A3 pictures were taken of items and various events that the PTA had funded so that people could see what a difference the PTA funds mean to the school. We had pictures of the Horti Hub and showed how many breakfasts it would take to pay for it, or how many cars would need to be washed etc.

CC confirming that normally we offer lovely pastries, tea and coffee etc.

The night before, it was agreed that AW and BH will fill up the urn, and DD will switch the urn on at 7.30am on the Friday morning.

The plan will be to come in early to put out the tables and chairs ready for the meeting, as it can not be done the night before because of dance and drama club.

**Pumpkin Party – Thursday 26 October 2023 at (3.30pm-5pm)**

This will be a disco for the children. There will be no dance and drama club that night, it will take place at lunch time instead.

CC advising DD that this is not on the school calendar at the moment. DD confirming that she will send the date to Mrs O.

CC asked if DD could confirm which staff members can support with this event, and that we would possibly need a minimum of 2 or 3 people.

We also need volunteers to set up in the afternoon and help out at the event.

The sweets will need to be brought and made up into sweet bags. CC will run through what is required with AW prior to the event.

**Big Breakfast – Saturday 18th November 2023 (8.30am-11am)**

Mr Challinor has confirmed that he will be available to help and support us. Mrs Parkes still has to confirm whether she can attend.

The article has already been sent to the parish magazine.

CC will send templates of everything to AW together with the lists of everything that is required.

This is one of the biggest events with a lot to organise and therefore people who have run it in previous years will be attending this event to help hand it all over. This will include Hayley Marney, SH, CC and SG. Amelia will also help.

If we run it as we would normally do, then the new committee can dip into the different areas so that they can see how everything operates.

CC confirming that it is lucky that all of these people are willing to come back to help us.

**AGM – Date in the diary?**

It was proposed that we agree a date for this now, as usually it needs to take place by the end of November.

After some discussion it was agreed that we would pencil in the **24 November 2023** for the next AGM.

CC confirmed that she would discuss with the new committee what is involved at the AGM.

**Colton Christmas Fayre – Sunday 26th November 2023**

CC confirming that usually we have a non-uniform day in return for the children bringing in a tombola prize. CC felt that it would be a good idea to be involved in this again as it is supporting the village. CC will pass on the contact details of the organiser to AW. It is £10 per table and we usually just put a tombola up and it is very popular.

For the last 2 years we have only put on the tombola on our table and it has made a lot of money.

BH raising whether we could have a Christmas bingo evening. She confirmed that she had spoken to a number of local businesses to see if they would donate some decent prizes and they said that they would. AW also suggested looking at the village hall for the next bingo evening and obtaining a license for drinking.

CC confirming that the only thing is that the Colton Christmas fayre keeps the link with the community. The village provide good support for the BB and donate all of the monies from the Open Gardens to the school.

AW asking whether it could be done in addition to the fayre. CC said that they could, those decisions are now down to the new committee and what they feel they are able to take on.

Noting that that the Colton fayre is on 26th November, and usually there is a non-uniform day on the Wednesday or Thursday beforehand. This then gives people time to label up all of the prizes.

It was agreed that the non-uniform day would be on **22nd November 2023**. CC has a template letter for this and will send it to AW**.**

**Treasurer’s Report**

An overview of the monies received and spent was presented by SJ. A report was circulated as attached.

SJ highlighting that the bonus ball lottery is a nice little earner.

You set up a standing order, choose a number from a list of available numbers, and then if that number is the bonus ball for that week, the person wins £20.

The people taking part set up a rolling standard order. There are only 6 people involved with it at the moment. It’s an easy way of raising money but does require people to set up a standing order.

It is £1 every Monday.

Easy Fundraising was also discussed. CC explaining how it works, i.e. every time you buy something on line, if they are signed up to easy fund raising, you log onto the site via the easy fund raising site, and then a proportion of the money spent goes to your nominated school.

It’s like a cash back. The only condition is that you have to raise £15 or more to receive any money.

Noting that the BB was missed at the end of the last school year, both by the community and also within the finance figures

**AOB**

JW would like to purchase more gardening items for the Horti Hub. CC confirming that this is usually done for the whole year. JW will send his Amazon wish list for seeds and hardware.

RC confirming that he will donate the seeds. CC suggested that he liaises with JW to see what he can provide etc.

RC would like to get back involved with the Horti Hub, having previously helped the school with the gardening and growing of produce previously.

Noting that in terms of the school’s need the PTA would now need to liaise with DD.

CC confirming that we had a spending team that authorised requests for money. It saves one person having that responsibility. AW asking if there is normally a limit on the Horti Hub or any other items. Noting that generally there is not but it depends upon their judgment on what is being requested and what monies are left in the account. It would be preferential to continue to fund Georgia, the Lottery license, Parentkind subscription etc.

CC emphasising that the money is not there to be sat in the bank. It is there to enrich the children’s experiences at school, but obviously we also need to be mindful of not overspending.

It was asked whether there will there be a Santa this year.

DD confirming that it would be nice if Santa could show up on 21st December for Christmas dinner and Christmas jumper day.

CC said that if that was something the PTA would like to organise then there is a grotto etc that can be set up. It was confirmed that HMc would be asked if she could be the Elf.