



# Wallace Fields Junior School PTA Annual General Meeting Minutes

*2<sup>nd</sup> February 2021, 7pm*

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## Attendees

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Jenny Houghton (JH)	Kate Price (KP)	Helen Telmett (HT)
Hayley Mooney (HM)	Tamsin Eaton (TE)	Emma Whiting (EMW)
Emma Ware (EW)	Karen Martin (KM)	Andrea Day (AD)
Suraya Siddiqui (SS)	Liane More (LM)	Paula Crabb (PC)

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Item	Topic	Action
1	<u>Welcome from Chair</u> <i>JH welcomed all to the meeting.</i>	
2	<u>Apologies for absence</u> <i>EW reported there were no apologies for absence.</i>	
3	<u>Approval of minutes of last meeting</u> <i>There were no issues arising from the minutes from the previous meeting.</i>	
4	<u>Overview of current position and recent activities</u> <i>JH explained that this was a new functioning PTA with many new members and therefore we needed this AGM to confirm new roles.</i>	
5	<u>Vote on Formal roles for PTA committee</u> <i>JH confirmed the following roles. Everyone was in agreement.</i> <ul style="list-style-type: none"><li>• Chair/Co-Chair – JH/HM</li><li>• Secretary - EW</li><li>• Treasurer - SS</li><li>• Social media - KP</li></ul>	
6	<u>Confirmation of Class Rep positions</u> <i>It was unclear if the members of each year group who had agreed to help in the autumn term were willing to continue in a 'year rep' role going forward. AD suggested the school put an item in the weekly bulletin asking for volunteers. EW would confirm this with the school office on Thursday.</i>	<b>EW</b>

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7	<p><u>Treasurer's report</u></p> <p>SS confirmed that fundraising had been very successful during the autumn term despite the unusual circumstances surrounding current events. The Sponsored Walk raised £2,000, the Raffle raised £900 plus money raised by mufti days. The current balance was £3.5k.</p>	
8	<p><u>Fundraising</u></p> <ul style="list-style-type: none"> <li> <p><u>Fundraising goals, what can we provide to the school?</u></p> <p>AD confirmed the emphasis was on Chromebooks. Current stocks of Chromebooks was at 136, exactly 50%. The school needed another 136 to be in a position to provide a Chromebook for every child. It was noted that current Chromebooks were almost 3 years old and may need to be upgraded in the near future. Each Chromebook costs approximately £300 plus set up costs and storage containers.</p> <p>AD thanked the PTA for the donation of £6k. The school aimed to match fund this amount. AD requested the balance of parents donations that were paid to the PTA. SS said she would find out and let AD know. It was suggested that the school put a notice out to parents asking for donations toward provision of further Chromebooks. AD agreed and will put this in the bulletin.</p> <p>If there was a shortfall in the match funding that could be met by fundraising from the PTA.</p> <p>In the longer term AD said the school also had plans to provide an ELSA cabin, these cost approximately £12k.</p> </li> <li> <p><u>Fundraising ideas during the pandemic</u></p> <p>JH proposed that the Raffle was made a regular event. It was agreed that this would be done fortnightly with an entry price of £2, £1 going to the school and £1 into the prize pot. This will be announced in this weeks bulletin, EW would confirm this with the office this week.</p> <p>HM said that after school sales had worked well at the infants school. HM believed they had made approximately £300 profit. Items could be pre-ordered and then collected from the school gate in a covid secure way. AD suggested we do this once the school was fully open, hopefully after 8/3. It was agreed this would be an Easter sale.</p> <p>EMW suggested a virtual balloon race and will provide the group with the website address. TE suggested a hamper as a prize.</p> <p>JH suggested virtual bingo with a party pack delivered to each participants address. It was unclear if the bingo would work better in a year group format or as a whole school group. It was decided that the relevant PTA members would talk to the 'year group chats' to measure appetite for this.</p> <p>LM suggested a Rainbow Run. AD thought this could be done virtually.</p> </li> </ul>	<p>SS</p> <p>AD</p> <p>EW</p> <p>EMW</p>

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	<p><i>KM said the Infants had done a Halloween treasure hunt, children were given a map and had to collect letter from the windows of given addresses and spell out a word. It was agreed that this could be done over half term with a Valentines theme. Tickets could be bought through Ticket Tailor for £2/3. A poster and map would need to be created. The infants had given sweets as the prize. It was agreed this was a good way to get the children out and about!</i></p> <p><i>PC/AD outlined the school's planned fundraising events for the rest of the year. They included:</i></p> <ul style="list-style-type: none"> <li><i>• Skipping day in May</i></li> <li><i>• Readathon in book week</i></li> <li><i>• Teatowel/T-shirt design</i></li> <li><i>• Virtual kareoke</i></li> <li><i>• Red Nose Day fun run</i></li> </ul> <p><i>It was agreed that everyone could decide which events they felt they could help with once they had read the minutes.</i></p>	
10	<p><u>Year 6 Leaver's book / sweatshirts / celebrations</u></p> <p><i>It was agreed that sweatshirts would go ahead as normal.</i></p> <p><i>AD said that it was too early to know what the school would be able to do by way of celebration for year 6 but the intention was to do something.</i></p> <p><i>As the year 6 group had missed so much of the upper school (school trips etc) due the pandemic it was unclear if there would be enough content for a leavers book. LM and EW said they would gauge the feeling among year 6 for a leavers book or whether they'd rather do something different. HM suggested a poster, KP suggested friendship group pictures, JH suggested a calendar.</i></p>	LM/EW
11	<p><u>Any other business</u></p> <p><i>AD thanked HM and JH for all they had done to create a new PTA and getting it off the ground successfully.</i></p> <p><i>HM asked that the invite to the next meeting be sent via calendar.</i></p> <p><i>The next meeting would be at the end of March, exact date TBA.</i></p>	EW EW