



**In attendance:** Angharad Bannner (AB), Claire Gale (CG), Catherine White (CW), Emily Western (EW), Felicity Quance (FQ), Mel Hayman (MH), Sarah King (SK), Sam Tanguay (ST), Stephanie Dillon (SD) Stephanie Hobrow (SH), Sophie Riddell (SR) Victoria McCarthy (VM)

**Apologies:** Julia Adams. Joanne Watkins, Karen Frost, Lysa Doe, Rebecca Baker, Sarah Patten

## **2021AGM**

**DATE /TIME: 11AM Friday 15 October via Teams**

**(Virtual meeting held due to Covid - 19 and rising case numbers in area/ confirmed cases in school.)**

<b>Matters discussed</b>	<b>Action</b>
1.Welcome to the PTA meeting was given by the Chair, Sarah King, who thanked all for attending and apologies were noted.	
2 Two committee members were present (SK and ST) and 9 ordinary members (including one co-opted trustee) the meeting was therefore quorate as required by the adopted constitution.	
3.SK read out a summary of minutes from the 2020 AGM. Of which there were no matters arising. It was confirmed that the new WhatsApp group for class representatives was working as an efficient method of communication with families.	
4.SK summarised the Annual report and Treasurer's report for 2020/21.  ST confirmed that school and committee have received copies so far and that following the meeting copies will be made available along with the minutes via the school website.  SK confirmed that the existing committee of Chair, Secretary and Treasurer are all standing down at this AGM after a number of years' service but that new volunteers had come forward for each role.  The 2020/21 academic year was again a challenging one disrupted by a national lockdown during January to March 2021.The PTA were able to deliver a number of events prior and during the lock down, concentrating less on fundraising and more on social engagement and wellbeing of the pupils. Despite some of the	



challenges faced over £6600 was raised by parents, friends and family and HRT sponsorship. The most notable achievement this year being the acquisition of the outdoor classroom which was sourced and part funded by the PTA with additional funding secured through school grants.	
5.SK summarised the Treasurers report for 2020/21 in the absence of KF who was unable to attend. Whilst the report details all income and expenditure it was summarised that over £6600 was raised via events and donations to our Just Giving appeal with a further £1200 received from HRT sponsorship, Amazon smile and Easy Fundraising and at the end of the financial year the PTA main account has a balance of £8629. Some of these funds will be used for projects identified by staff including further development of the outdoor classroom and surrounding area.	
6 SK explained that the PTA was not required to appoint an independent examiner for the end of year accounts being under the income threshold required to do so.	
7. SK said she had received expressions of interest for the three committee posts and asked if there was anyone else interested before proceeding. SK confirmed that as KF was unable to attend the meeting she had put her intention to stand down in writing to ST and herself. ST confirmed her intention to stand down. SK proposed CG as a new Chair Person and AB seconded her, SK then proposed SH and SR to take on the Secretary role jointly which was seconded by MH, and finally SK proposed EW as treasurer seconded by ST. ST asked FQ if she still wished to remain as a trustee and nominated KF to take over as trustee due to her retaining the 100 Club administration and ST volunteered to be retained as a trustee to oversee the JustGiving page.  MH thanked the outgoing committee on behalf of school and SK and ST wished the new committee the best of luck.	
8. ST raised the Constitution as an item of special business and suggested that the latest version of the ParentKind standard constitution dated March 2021 be adopted to replace our existing ParentKind constitution. The main change being formally allowing/ acknowledging meetings held virtually. There were no objections and Sarah King signed the Constitution.	
AGM was closed as 11.28	



General Meeting	
Following the AGM everyone stayed to discuss general matters and forthcoming events.	
SK confirmed that school had already advised PTA that a spooky disco would not be possible this year but a pumpkin carving competition on the last day would be fine.	
Discussion followed on purchase of battery-operated tea lights, conclusion was For PTA not to purchase based on costs and environmental impact but parents could send in their own tea lights/ fairy lights if they wish.	
The hall blacked out had been proposed by Mrs Adams for the display of pumpkins but following discussion of practicalities of doing this in limited time after lunch it was decided to use the outdoor classroom.	
ST confirmed PTA had prizes ready for each class in the shed.	
Fancy dress was discussed and MH agreed to check with Julia Adams if this would be ok and to confirm to ST who would liaise with the rest of the committee on the details of setting up, judging etc. Old and New Committee to arrange advertising via WhatsApp and Facebook.	
FQ advised that she was ready to collect and review the Christmas cards before sending of the order.	
ST mentioned Natasha's Law was something that school and PTA would need to think about with Christmas events coming up, such as any impact on Jolly pots/ products made at enterprise fair and a joint school/ PTA policy of food labelling may need to be agreed.	
VM suggested that, if possible, it would be nice to see the outdoor classrooms utilised for Christmas events/ concerts this year.	
SD reiterated that the most successful fundraising is when there is a specific target and we should link events and items as done with the Outdoor Classroom fundraising.	
Next Meeting TBC	
100 Club Winners : Not drawn	