

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

ANNUAL GENERAL MEETING MINUTES

29th November 2023

Present: Terri Daters (Headteacher), Brenda Leafe (Teaching Assistant), Lisa Atkinson (Teaching Assistant), Anri Martis (Music Teacher), Holly Crowhurst (Chair), Nick Brown (Treasurer), Alison Brown (Secretary), Lindsay Allen, Victoria Harbour, Yoshi Clark, Becky Morris-Tarry, Lorraine Walton, Brendon Walton, Rickard Kosteryka, Mike Gibbon, Harry Right, Sarah Groves

- 1) Apologies:** Sam Hayward, Tricia, Lynda Binns, James Lown, Juliet Martin
- 2) Minutes of the PTA AGM of February 2023:** All present were in agreement with the minutes taken of the last PTA AGM meeting
- 3) Matters arising from the minutes:** no matters arose from the last AGM meeting minutes. All present had read the Shipbourne PTA Constitution and were happy with all aspects of this. It was noted that a minimum of two committee members are required to be present at each PTA meeting, and that the PTA must consist of a minimum of 3 members.
- 4) Chair's Report for 2022/2023:** Retiring chair summarised the year's events and noted how the current PTA is growing in strength with the increased involvement and support from parents, and invaluable support of staff enabling events to go ahead and a sense of community to thrive. Please see attached Chair's Report for full report.
- 5) Treasurer's Report for the year ending 10/11/23:** Treasurer detailed his Treasurers Report for the year ending 10/11/23, detailing the PTA Fireworks Show as the schools main fundraising event, with the annual Fete and other events throughout the year also helping to support the school financially. Treasurer listed the year's expenditure and noted that the PTA was able to reinvest £10,287 into the school and the pupil's education.

Charity donation received from current parent's employee discussed. Suggestion of sending an email to see whether any other parent's employees operate this scheme.
The PTA hot drinks stall at the Tonbridge Round Table fireworks event raised just over £500 for the school.
- 6) Appointment of an Independent Examiner of Accounts for the Year ending 5th April 2023:** Treasurer stated that the PTA do not need to appoint an Independent Financial Advisor as fundraising was below £25 000 for the year.
- 7) Election of Officers and Trustees of the Committee:** Chair: Holly Crowhurst was re-elected as Chair of the PTA. Treasurer: Nick Brown was re elected as Treasurer of the PTA. Secretary: Alison Brown was elected as Secretary of the PTA. Yoshi Clark, Mike Gibbon, Lorraine Walton, Brendon Walton, Richard Kosteryka, Anri Martis, Becky Morris-Tarry and Juliet Martin were

all elected as Ordinary Committee members. All present seconded and were in support of these elections.

PTA Policy reviews were discussed and all were in agreement that they will be taken forward.

Headteacher asked treasurer to be mindful that expenses were being signed off properly to ensure that the expenses policy was being met.

Treasurer stated that as he will be an alumni parent as of July 2024, ideally another Treasurer should be elected by March 2024.

Special Business

8) Events for this academic Year:

The Bauble making workshop will be on the 14th December 2023. There is already a team of helpers in place to support this.

The PTA wreath making evening is on the 5th December 2023, with around 12 people currently booked onto it.

PTA social in playground- stay and play, possibly have early finish to school day then social on Friday 9th February

Easter egg hunt and disco Friday 22nd March. Mr Leafe wanted as DJ if available. Helpers needed.

Mrs Leafe's leaving do Thursday 28th March in the afternoon. Helpers needed.

The Sponsored Walk with Hadlow School was discussed and is set to take place on the 27th April 2024. Alison and Juliet Martin to liaise with Hadlow.

PTA Social Stay and Play Friday 24th May

The Summer Fete 15th June 2024. Morris dancers or similar entertainment wanted again.

Leavers Service and Picnic Friday 19th July 2024.

PTA School Social on Shipbourne Common Sunday 8th or Sunday 15th September.

Tonbridge Round Table Fireworks Sunday 3rd November.

PTA Fireworks Night Saturday 9th November.

9) School spending wish list for this academic year

- Large interactive white board for Tinley class est. cost £2000
- More reading books for Tinley class to aid home reading est. £1000
- Numberblocks maths resources
- Gardening equipment est. £200
- Leaf scoopers and littler pickers
- Wooden wobble boards
- 5 more ipads est. £1500 at least
- Ipad trolley for charging £500
- 2 picnic benches with plastic tops £300 each
- Sun canopies £1000
- Playground markings for hopscotch etc. £2000. Research needed to see if this can be accessed through a grant.
- 2 more Yoto players for Hampton £200 max
- Coach transportation for end of year school trip £500 funded through the PTA and £400 through school
- Some online learning platforms are also supplemented through the PTA

All present agreed to the planned expenditure, rationale for this to be done by Headteacher.

10) Dates for committee meetings

Wednesday 10th February 7.30pm set as new date for a committee meeting.

Wednesday 22nd May 7.30pm Summer Fete organisational meeting.

Wednesday 25th September 7.30pm Fireworks organisational meeting.

It was noted that the next AGM meeting needs to be within 15 months of today's meeting. Rough dates discussed were the end of November 2024 or the first week of December 2024.

Any Other Business

- 11)** Committee member asked if a work party might be needed to help with any physical tasks around school. Staff member stated that the raised beds have a perpetual weed problem and need digging out possibly just before the Easter Holidays once the weather is improved. Committee member to head up a team to paint the cabin once the weather improves. Same member to look into Bookers charity deals/discount. Tonbridge Round Table Fireworks Sunday 3rd November. The committee discussed whether to put together a team serving hot drinks at this event next year or the possibility of selling other goods. It was agreed that more advertising such as a banner on the stall would help and possibly a bigger pitch offering more choice in drinks. Possibility of liaising with Booze Box over using one of his vans.