

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

ANNUAL GENERAL MEETING MINUTES

7th February 2024

- 1) Present:** Terri Daters (Headteacher), Holly Crowhurst (Chair), Nick Brown (Treasurer), Alison Brown (Secretary), Anri Martis, Yoshi Clark, Becky Morris-Tarry, Lorraine Walton, Brendon Walton, Harry Wright, Juliet Martin
- 2) Apologies:** Mike Gibbon
- 3) Minutes of the PTA AGM of 29th November 2023:** All present were in agreement with the minutes taken of the last PTA AGM meeting. Terri Daters and Harry Wright have since also been added and approved as ordinary committee members.
- 4) Matters arising (not covered elsewhere on the agenda):** The raised beds in the wildlife garden need weeding and taking down and the wood disposing of. Anri offered to head up a 4-5 person team over the February half term to do the job. Harry offered to assist.
- 5) Financial Report update:** Holly has been added as a Trustee of the PTA, Terri and Alison will be added once Nick has our details. The Constitution has been updated and is going through a checking process.

Nick confirmed there is currently £17, 445 of PTA funds available. Subsequent to the last AGM on 29th November we made a profit of around £500 selling hot chocolate at the Round Table fireworks event, £100 profit from the Christmas Wreath Making evening, and £55 so far on Parentmail from tickets for the upcoming Easter disco.

The Headteacher's wish list amounts to £11,800 which would leave £5600. This is a sufficient amount to fund the expenditure needed to run the Fireworks event in November. We will also have funds coming in from the cake sale, Easter disco and Summer Fete to add to this amount.

The PTA accounts have been submitted in line with the AGM figures given.
- 6) Headteachers Wishlist Update:** No funds have been spent as Terri was unsure on the PTA expenses policy and wanted to clarify this.

Terri has had a requote for the whiteboard to be installed in Tinley Classroom. The Tinley phonics books are ready to be ordered for the Tinley classroom at a cost of around £1000. The Numberblocks resources were ordered on 6th February. Terri would like to order the Ipads next. The rest of the wish list is to be ordered next term.

There have been no changes to the wish list.
- 7) Review purchasing arrangements and finalising policy approval forms:**

Nick states that our current PTA expenditure policy is robust and effective to run but possibly limits us in terms of flexibility.

It was suggested that budgets for each area were set during the planning of an event to avoid over spending, and spends reflected upon after an event to see whether change is needed.

Brendon stated that the need to pre approve all spends and produce a receipt for them can prove difficult if an urgent financial decision needs to be made during an event or when paying for some services. It was agreed that the PTA Whatsapp group was an effective way to quickly approve ad hoc expenditure, but suggested that these should be limited at £500 max, with anything over requiring further approval.

Terri asked if the Expenses Policy could be re worded by Nick so that the spending of PTA money and budgets/spending for events can be separated out.

Holly stated that expenses need to be more thoroughly ratified.

Nick stated that he has approval forms for 'thank you' expenditures.

It was agreed that any future bank transfers made can be brought to the committee in PTA meetings and documented in the minutes. Nick is to bring printed monthly statements to the committee meetings going forward. There is also to be a spending/expenses section on the agenda at each meeting going forward.

8) Confirmation of any planning arrangements required for School Socials, Sponsored walk, Easter Egg Hunt and Disco and Summer Fete:

PTA Stay and Play February 9th- Lorraine, Juliet and Anri helping. Arriving at 2pm to supervise.

22nd March- PTA Easter Disco. Mr Leafe to DJ. Anri, Juliet, Helen, Lorraine, Yoshi and Alison volunteer to help. Felicity HV and Louise Gibbon TBC.

Anri to buy tattoos, at cost of £10-15.

Lorraine to donate some glow sticks.

Yoshi and Louise to prepare the hotdogs together in the kitchen.

Anri and Felicity to do face paints.

Alison and Juliet to sell cakes and sweets.

Helen Right to help in the hall, 1 or 2 more volunteers needed.

Nick to email Terri a costing form for approval, Terri will then load this onto the school website for ease of access by PTA members.

Mrs Leafe's Leaving Party- Yoshi in charge of catering.

China plates, cake stands, fairy lights, bunting and other decoration wanted. An art gallery to be set up in the hall.

A budget from school funds for this event needs to be agreed. A collection for Mrs Leafe has been set up on Parentmail.

Shipbourne and Hadlow PTA sponsored walk, 27th April-Holly to send an email to Hadlow to apologise that we don't currently have the capacity to undertake this event.

Summer Fete- Terri to contact James Millard estate Agents re being paid to display their boards.

Terri has investigated the cost of a slushy, candyfloss and popcorn provider at a cost of £200, with an option of 3 giant outdoor games for an additional £120. It was agreed to book the Slush etc. but not the games. Lorraine to provide giant Jenga from home.

Terri to book reptile lady used at last year's fete.

It was agreed that Ken and his train stall should be booked again and Osborne books. The PTA bric-a-brac stall proved popular last year and will be set up again this year, as will the plant stall.

Both the firemen and Morris dancers are to be booked by Holly.

The next PTA meeting to plan the fete is set as Wednesday 20th March. Terri to put a message out to gauge the best time of day for this.

- 9) Correspondence:** Mrs Watts wants to raise awareness of the village hall to make it more utilised. Terri to add this to Parentmail. Possibility of renting the hall to use during Sports Day was met with approval.

- 10) Any other Business:** Raffle prizes- Alison and Mike to begin contacting businesses to obtain raffle prizes for the summer fete before the next meeting in March.

Bauble workshop and wreath making review.

Bauble making- Terri stated that she would not book the bauble making workshop again for this Christmas as it has been done 2 years in succession. It was discussed that the PTA might organise a craft workshop with Mrs Leafe and Miss Atkinson as possible helpers.

The bauble workshop cost the PTA £600 so money could be saved on that.

Wreath making evening- this was thought by all involved to be a welcome addition to the school social calendar and Holly would like to run it again this year. There would be a possibility of making a bigger profit this year as Holly has materials left from the last year's event.

- 10.1) Parentkind membership renewal, gambling licence renewal, Insurance renewal:** Parentkind membership renews automatically annually in January, the gambling licence renewal has just been completed by Nick at a cost of £20 per year to Tonbridge and Malling Council.

- 10.2) Succession planning- new committee members, PTA volunteers, treasurer:** Insurance renewal and gambling licence renewal duties to be taken over by Alison as secretary going forward. Nick to pass detail on to Alison.

Harry voiced interest in the role as treasurer when Nick steps down later on in the year. Harry and Nick to liaise on this.

- 11)** The next PTA Committee meeting has been set as Wednesday 22nd May 2024.