



MINUTES

Date: Thursday 3rd October 2019 – 7.30pm

Purpose: PTA Annual General Meeting

Location: The Crown Hotel

Parent Representatives: Vicki Miley (Chair), Kate Costella (Vice Chair), Vikki Chappell (Treasurer), Kate Willing (Secretary), Lucy Glen (Officer), Siobhan Parkin, Nicola Issac, Sarah Freeman, Jo Evans (Parent Governor – Chair) Pippa Druslove, Emma Poncia, Naomi Hubbard, Peter Harvey, Helen Marvel, Penny Watson, Ross Dennison, Tamsin Van Ryswyk

School Representatives:

Apologies: Miss Dicker

Meeting opened with welcome and introductions and the minutes from the last AGM were approved and signed.

Vicki Miley opened the meeting by thanking those that attended. It was particularly great to see so many new parents. Vicki introduced Jo Evans who is the newly elected Chair of Governors. Jo thanked the PTA volunteers for all they had done for the school and confirmed that all parents were part of the wider school community. Jo confirmed that the role of the PTA and the monies raised through fundraising were important now more than ever due to budgets becoming tighter. Engagement is key to ensure continued PTA fundraising.

Head Teacher Update

Miss Dicker was unable to attend the meeting, but she sent a report thanking the PTA and all parents for their continued support. School are currently conducting a full review of the school curriculum and they will speak to the PTA about how future fundraising can contribute to the experiences planned. School are actively working on long term plans for the development of a library.

Financial Update

The Treasurer's report for the 2018/2019 academic year was reviewed. The PTA thanked the previous PTA committees for their hard work which had left a huge opening balance at the start of the year. The new committee were delighted to announce that over £10,000 was raised this academic year. The Christmas Fayre and Summer Festival continue to raise the largest amount of

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monies. The PTA thanks all parents that donate time and money to ensure successful fundraising throughout the year.

The PTA have continued to follow up with Miss Dicker how the PTA funds could be used and over the year the full balance has been spent and committed;

- PA system
- EYFS books
- School parking banner
- EYFS & KS1 Xmas party
- Reading breakfasts
- Outdoor decking and benches
- Reading corners in each classroom
- Topic Weeks – including Living eggs, Selfish Giant theatre production, Zoolab
- School trips – subsidised by PTA, with parents also making a contribution
- Library room carpet
- EYFS outdoor equipment – mud kitchen, sand, overalls, easel, musical instruments, etc

Committed to;

- Playground updates – including new markings, wall paintings and activity panels - £10k
- Panto on Thursday 19th December – £2k
- Musical instruments - £1k

Allocation of PTA Funds

For 2019/2020 the PTA would like to commit to:

- £2k Topic weeks
- £1500 towards School trips
- £550 Y6 Leavers Books
- £300 EYFS & KS1 Xmas Party
- £200 Reading Breakfast
- £500 PTA Costs (membership, licences, printing, refreshments ie nativity, open days)

Just the above list totals over £5k that needs to be raised before the PTA can contribute towards anything else.

PTA Nominations – School Year 2019/2020

In line with the democratic process, the following roles were filled via nomination.

Chair Proposed: **Vicki Miley** by Vikki Chappell
– seconded in by Siobhan Parkin and Lucy Glen

Vice Chair Proposed: **Kate Costella** by Lucy Glen
– seconded in by Kate Willing and Vikki Chappell

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- Treasurer** - Proposed: **Vikki Chappell** by Vicki Miley
- seconded in by Kate Costella and Kate Willing
- Secretary** Proposed: **Kate Willing and Siobhan Parkin** by Vikki Chappell
- seconded in by Lucy Glen and Vicki Miley
- Officers** Proposed: **Lucy Glen** seconded in by Vicki Miley and Siobhan Parkin
Pippa Drusdale seconded in by Kate Willing and Vikki Chappell
Helen Marvel seconded in by Lucy Glen and Kate Costella
Emma Poncia seconded in by Vicki Miley and Kate Willing
Naomi Hubbard seconded in by Lucy Glen and Siobhan Parkin

Following the meeting Nicola Isacc put her name forward to be an additional Officer. She will be officially nominated into role at the next meeting.

Those voted into their roles for the school year 2019/2020 accepted their roles and will now form part of the St Gilbert's PTA Core Committee. Those in the roles of Chair, Vice Chair, Treasurer and Secretary are the Charity Trustees.

Term 1 & 2 Events

- Disco – Lucy Glen to co-ordinate
- Cake Raffle – Vicki Miley to co-ordinate
- 2nd hand uniform sale - Siobhan Parkin to co-ordinate
- 100 club to resume - Kate Willing to co-ordinate
- Open Mornings – 12th & 13th November
- Y5/6 Green Morning
- EYFS & KS1 Nativity
- Christmas cards
- Bags2school
- Christmas Fayre – Friday 29th November
- EYFS & KS1 Christmas party – Monday 9th December
- Christmas Panto – Thursday 19th December

Any Other Business

Parents in attendance confirmed that donating time is also key to help make school better. It was agreed to find out what more we can do to support the school that doesn't involve funds.

The PTA will look to get external donations for Green mornings. Potentially Wilkos.

The Music room is in need of a window, the PTA will look at applying for grants with local businesses to see if this could be supported this way.

Communication was raised as some parents felt that Parentmail was sent out too frequently. PTA confirmed that this was needed, and an effective way of communicating school news. There is

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also the parent facebook page and PTA newsletter. For all the information available to parents, it was also key that parents keep up with all the communication available to them.

As a way to improve PTA communication the PTA have recruited new class representatives who will be known as PTA Class Officers. Their role is to co-ordinate and communicate PTA activity amongst their class. If parents have any issues with school we continue to advise parents to talk to school directly.

Other ways of fundraising were discussed and feedback will be required as to what we want to focus on for the coming year. Suggestions made were: Family cookbook, Family social night eg Bingo or Quiz nights, Sleepover / stargazing and Movie nights.

The Scootathon was discussed. A big thank you goes out to the sub-committee for all their hard work organising such a big event. Sadly the sub-committee have all agreed that they would not be in a position to organise the event again next year. It is a big administration job and sadly this year has made very little profit. (a final figure is still awaited). The PTA will ask the other schools that took part whether they would like to take the Scootathon on.

The PTA discussed organising a family fun run in place of the Scootathon. This was thoroughly enjoyed a few years ago.

Next Meeting – Friday 1st November from 9am Staffroom

It was decided to hold a Coffee morning for parents to meet the new PTA committee and to hold the meeting straight after which will mainly be focussing on the Xmas Fayre.

If you can support the PTA in any way please do e-mail us at: stgilbertspta@outlook.com