



**Minutes of Alban City School PTA Annual General Meeting
Followed by Members Meeting
Tuesday 16 January 2024, 7.30pm - 9.00pm, Alban City School
7 Hatfield Road, St Albans, AL1 3RR**

Attendees:

Lucy Cooper
Danielle Brawn
Jean Liao
Karin Adams
Michelle King
Mrs Stray
Kate Davies
Tanya Douglas
Helen Page
Jenny Malcolm
Rachel Brown
Hakan Ozturk
Amy Leary
Kamile Benjamin
Lizzi Hodgkinson

Apologies:

Julia Milligan
Heather Butt
Ayanna Rezulska
Paula Williamson
Sarah Boorman Fisher
Gizem Erdem
Julie Fernandes-Tansley

1. Welcome

- Apologies

2. Introduction to the PTA

- Danielle Brawn discussed the chair report and Treasurers report. See attached report, and below summary.
- Lucy Cooper provided an overview on the purpose of the PTA.
- The PTA Committee currently consists of 2 Co-Chairs and a Treasurer who are also Trustees of the Charity. They are supported by a Bookkeeper and Meeting Secretary as well as other volunteer roles. The PTA would usually have three trustee roles on the committee.
- The PTA currently has three open vacancies, Chair of the PTA, along with the following support roles; Communications and Social Media Officer, Events Officer and Administration Officer.
- It is worthwhile reminding parents that all parents are part of the PTA, in addition to the invaluable class reps. The role of the class reps is to share and communicate PTA events,

communications and requests for support, in addition to passing feedback from parents or themselves back to PTA. We encourage Class Reps to take an active role in the coordination of events and participating in PTA meetings and decisions.

- Going forward we would like to see more involvement from our class reps, with attending PTA meetings and sharing ideas. Participation has been quite low recently, we encourage the reps to explore ways in which they can get more involved, perhaps taking it in turns to attend meetings, and seeking a volunteer from the class to attend in their place if they are unable to.
- AGM takes place approximately once a year, reviewing the annual financial accounts, and enables the PTA to make changes to the constitution if required. The AGM has to be within 15 months of the previous AGM meeting.

3. Treasurer's report

- Jean Liao provided an overview of the treasurer's report for the financial year 2022-2023 year. As a charity we have an obligation to file our accounts in a report, which is reviewed by independent examiner, who has checked the accounts.
- Three bank accounts; one current account, one savings account and an account for the purposes of the 100 club).
- The opening / closing positions and a summary of the incomes and expenditures for the 2022-2023 year are as follows:

Opening Position	£25,398.88	
Net Income	£18,711.38 <i>(9% increase to LY)</i>	<ul style="list-style-type: none"> • 100 Club: £953 • Sponsorship: £1,000 • Nearly New Uniform: £1,548.81 • Fundraising Events: £12,870 • Other Incomes: £2,680
Total Payments	£24,680.75 <i>(216% increase to LY)</i>	<ul style="list-style-type: none"> • Air Conditioners: £15,000 • Books: £7,122 • Enrichment: £2,158 (pantomimes, ukuleles, Flamenco, sports field)
Closing Position	£19,586.91	

4. Chair's report – November 2022 to January 2024

- Danielle explained the changes to the trustee roles of the PTA. Hazel Eccles stepped down as Co-Chair and Trustee in September 2022, and Lucy stepped up as Co-Chair. Prior to this Lucy was a trustee and the Communications Officer. Lucy has worked tirelessly supporting the PTA and is key to the successful year we have had. In January 2023 the PTA were unexpectedly without a treasurer, until Jean stepped in, with Helen Page supporting Danielle in the interim. Since January 2023 we have had a stable committee.
- **Events**
Danielle provided an overview of the events the PTA ran in 2023:
 - Odyssey take over (January 2023) - Sarah Boorman Fisher has been looking at suitable dates but we are keen to hear from anyone who could help coordinate this event.
 - Year 1 Film night – good way to make introductions for new parents to the PTA.
 - Easter raffle – Julia Milligan ran this in March 2023 with support from the class reps and Martha Skotnicka led the bake sell.
 - Year 2 and 3 DJ mole disco in April.
 - Quiz night in May – small hiccup with the licence, which meant it was a 'bring your own' alcohol event, but the event went well and raised a similar amount to the previous year.

- Summer fair – Lucy lead the Summer Fair, big thanks to the generosity of parents and carers, it was a great success.
- September start of the new school term and the new 100 club for the term.
- Scary hair day and Halloween disco in October.
- Christmas fair which saw the choir perform - big thanks to Mrs Dore for organising this, and to the Christmas Grotto crew – which was extremely popular.
- Salvation army toy appeal in December organised by Lizzi Hodgkinson and Julie Fernandes Tansley, this wasn't a PTA event but it was great to be involved.
- Christmas tree sale – sale of Christmas trees.
- Easyfundraising
- Christmas card project led by Kate Davies, Jenny Malcom and Sarah Todd, who did a brilliant job organising the Christmas cards and gifts, which saw some fantastic creations.
- Subsidised a number of events and purchases; contributed £15,000 towards the school aircon project, the gardening activities and projects, the Year 6 leavers disco, subsidised pantomime plus music and sports enrichment projects.

5. Resignations and Election of Formal Committee Positions

- Sadly after two years Danielle will step down as Co-Chair. Danielle confirmed she has officially resigned in writing today, and the PTA now need to elect formal committee positions. Danielle will continue to be involved in the PTA by volunteering at future events.
- Lucy will step down as Co-Chair, but will stay involved as Communications Officer and in a trustee role. Agreed by Meeting Vote.
- Everyone present wanted to express their gratitude to both Danielle and Lucy for their outstanding dedication and time spent as Co-Chairs of the PTA. Their commitment to fostering a positive and supportive school community has truly made a lasting impact. Their hard work and leadership had not gone unnoticed, and everyone was grateful for the positive changes that they have both brought to the PTA, and not least their tireless efforts in organising the events and creating a welcome environment for everyone during their time as Co-Chairs. Their contributions will be remembered and appreciated. Thank you.

6. Other Roles

- Jean will stay on as Treasurer and trustee – Agreed by Meeting Vote.
- Karin will stay on as Bookkeeper – all agreed.
- Michelle will stay on as Secretary – all agreed.
- We are really pleased to confirm that Kate Davies has agreed to be Chair of the PTA – Agreed by Meeting Vote.
- Class reps – we are not aware of any changes, but we may need to replace Kate.
- Helen will continue supporting the Square website.
- The PTA Shop Leads (Amy Leary and Helen Page will continue for now, but this may change in July.
- Mrs Stray said a big thank you on behalf of the school to Danielle and to all members of the PTA, and for giving up their time to support the school. Mrs Stray was keen to express her gratitude to the members of the PTA for all their hard work, and said how she could not imagine the school without the support of PTA.

7. Bank accounts

- Names of bank account administration confirmed.

8. Charity Commission and removal of Trustees

- Danielle will be removed as a trustee and Kate will be added, Lucy's title will be changed to reflect her new role within the PTA.

AGM closed.

PTA Members Meeting

The PTA members meeting continued on from the PTA AGM.

Lucy and Danielle agreed to chair this meeting.

1. Approval of Minutes - from previous meeting – minutes agreed.

2. 100 Club - January draw

- 1st no. 70 – Lucy Cooper
- 2nd no. 28 – Tess Waldron

3. Events Roundup

- We covered most of the events as part of the AGM, but can confirm the following since the last PTA meeting:
 - Christmas Cards – awaiting on numbers approx. £700. This is slightly down on last year, but it was still popular – it was noted that being in the playground sparked a lot of interest, with people coming forward wanting to purchase mugs, coasters etc. We will look at creating a stand leading up to Christmas to raise awareness of this fundraiser event.
 - Christmas Treesy – awaiting on final numbers. We could raise awareness of this later this year, along with the Christmas cards and gifts – promoting them in the playground to show parents, carers and grandparents what they can buy.
 - Christmas Fair – was a great event, really popular.

4. Finances and wish list

- Bradford & Howley continue their support and sponsor some of the school events.
- Donations made:
 - Music and sport enrichment donation - £15,000 donated in January 2024.
 - Easy Fundraising – the PTA will use the donations to support computer/IT resources.
 - Gift aid ideas – a lady called Gemma, works for a charity and has offered to help point the PTA in the right direction, if we can get the gift aid on the donations that parents make for things like crazy hair day, disco admissions, Christmas Fair and so on this could make a significant difference to the amount the PTA receive. Jean will speak to Gemma.

5. Upcoming events

- The PTA haven't had chance to discuss upcoming events. This time last year the PTA were planning the Reception and Year 1 film night. The PTA will discuss with the class reps to see if they can help lead this event.
- Around Easter time we had the raffle and bake sale which was successful.
- Kate suggested an idea to consider for a Christmas event – collecting unwanted gifts and purchasing gifts throughout the year, which the children can then purchase at Christmas time for a small amount.

6. AOB

- The PTA will look to do a preloved uniform shop sale – a couple of mums had kindly come forward to help with running a coffee morning and the shop, and may be happy to help with this again.
- Agreed we need to circulate the link around to the preloved uniform shop, as not everyone is aware of the shop. Will look to add details into the newsletter introducing the new PTA members and will provide details on the shop.
- It was noted that people receive so many emails, and wondered if there is another way of communicating events. Mrs Stray suggested moving the noticeboards around and the PTA use the noticeboard straight ahead facing parents as they walk in.
- It was acknowledged that it is difficult to find the perfect comms channel, would be useful to send a reminder to make people aware on where information is located; email, noticeboard and on the school internet.
- Easyfundraising – it was mentioned that Easyfundraising have just brought an app out on android, which reminds users to use Easyfundraising when accessing different websites, similar to the reminder on Apple iPhone. Last year the PTA made lots of little videos on how to use Easyfundraising, the PTA will look to circulate these, and make people aware they are also doing a refer a friend scheme.

7. Next meeting

- 2024 dates to be confirmed.