

**_Alban City School PTA
Annual General Meeting
22.11.22**

Attendees

Danielle Brawn, Helen Page, Lucy Cooper, Amy Leary, Mrs Carter, Marta Skotnicka, Nicole Ho, Julie F-T, Tania Douglas, Karen Francis, Lizzie Jones, Andy Davies, Jenni Malcolm, Josilda Pereira (part)

Apologies

Lizzi Hodgkinson, Sophie Ashcroft, Julia Milligan, Roxanne B, Gizem Erdem, Sarah Boorman Fisher, Ana Martins, Paula Williamson, Ayanna Rezulska

Welcome

Danielle confirmed there are twice as many attendees as committee members so this meets the requirements of formal AGM.

Lucy highlighted the continuing need for a new secretary, or at the minimum need to share minute writing at each meeting

Introduction

Helen gave a background to the PTA and context we operate in. See slideshow notes for more details.

Treasurer's Report on Financial Year Sept 21-Aug 22

Need additional supporting roles in addition to elected roles. Plea has gone out for secretary and events support, but still no one has stepped forward - please let us know if you can help or know anyone who can.

Gift aid - hopefully activate in the next financial year.

First financial annual return not required until Autumn 2023.

Treasurer's report – financial year runs with school academic year, Sept – August. Trustees annual will be circulated with the minutes and published on the website. Helen presented a summary of the figures from the accounts and report. See slideshow notes at the end of the minutes for more details.

No questions, everyone happy to accept numbers and report.

Chair's Report: January 2022 – January 2023

Introduction

In January this year, Hazel Eccles and I answered a desperate plea from the PTA and, with only a few hours to think about it, we volunteered to be Co-chairs so that the PTA could continue to raise funds and run community events for the school.

Status and Banking

Shortly after our appointment, the PTA was registered as a charity with the Charity Commission and I would like to say a big thank you to Helen Page, our Treasurer who worked incredibly hard to complete the enormous amount of paperwork required to achieve this registration. Helen also led the transition from Metro Bank to Lloyds Bank which required yet more time-consuming administration but which was, in our view, in the best interests of the PTA.

Events

As you all know, the last year has been the first “normal” year since the Covid pandemic. After two incredibly challenging years for both the school and the PTA which saw many cancelled events and which required creative ways to fundraise remotely (which the previous committee did an incredible job of running), it was great to finally hold in-person events without restrictions.

The first event of the year was Crazy Hair Day and the children (plus Mr Edwards) did not disappoint. In the spring, the Children returned to the dancefloor and all year groups had the opportunity to attend a disco with DJ Mole throughout the year. We also held in-person coffee mornings with a pop up nearly new shop, a bake sale and a film night for the older year groups. Thanks to the help of Rob Crick, in the summer term we held a successful and entertaining in-person Quiz for the adults with the incredibly talented BAFTA winner Mike Davis as quiz master.

At the end of last term, we saw the return of our summer fair and raffle which, thanks to the generosity of parents and carers (who gave up their time to volunteer and/or donated goods and services), we saw the whole school community come together for a truly fantastic day and our most successful raffle ever.

In September, we introduced welcome packs for parents and Julie Fernandes-Tansley did a fabulous job of making up the packs so a very big thank you to Julie. We also began the new 100 Club year and in October, we saw some frightful hairstyles and costumes for Scary Hair Day and the Halloween Disco.

More recently, Jenni Malcolm and Kate Davies led the Christmas Card creation and sales so a very well done to them and a big thank you from us all.

Use of Funds

As a result of our fundraising activities, we have been able to treat the school to lots of books to support the changes in the curriculum for phonics (with a value in excess of £5,000); fund gardening activities for the younger children; fund drama workshops for all year groups; subsidise the year 6 end of year trip; and subsidise the upcoming pantomime trip for all year groups for the a tangible benefit for all of our children.

Inclusivity

Inclusivity is at the forefront of our event planning and, as we go into the next year, we appreciate that times are once again very tough for families. We have therefore introduced “pay it forward” and “zero cost” tickets for some of our events so that children who might have not have been able to participate because of the cost, can join in with the fun.

Thank you also to Lizzi Hodgkinson and Julie Fernandes-Tansley who are once again organising the Salvation Army Toy Appeal on 9 December 2022 for those families in need of support. And another big thank you to Lizzi for continuing to plug Easyfundraising which has again allowed us to buy lots of books for the school library.

The Committee

Unfortunately, this year has seen a committee which has reduced to just three in size. At the end of summer after two years of incredibly hard work, it was time for Amy to step down as Secretary. We then lost Hazel at the start of term and we would like to thank her for her valuable contribution, especially in helping to organise the summer fair. Sadly, Helen will also be stepping down as Treasurer in January 2023 after two years of acting as Treasurer and so much more beside.

The one person who will be staying on with me next year is Lucy Cooper. Lucy joined the PTA as Communications Officer in January this year. However, she has done so much more than communications and, in reality, she is very much acting in the capacity as Co-Chair. For this reason, we hope that Lucy will be formally appointed as Co-Chair at the AGM. I would also like to say a big thank you to Lucy and Karen Francis for their hard work in organising the Christmas Fair and we hope to see you all there on the 3rd December.

Thank You

A big thank you to every one of our class representatives for getting all of the messages out there and for all of your help with events throughout the year.

Of course, I cannot forget to mention the incredible team who run our nearly new shop and website. So another big thank you to Amy Leary, Helen Page, Ayanna Rezulska, Corrina Preston, Julie Fernandes-Tansley, Marta Skotnicka, Laura Presland, Lucy Griffiths, Miriam Ramirez Castro and Mercedes Luena. They really are a credit to the school and their hard work is appreciated by us all.

Finally, thank you to Mrs Stray, the teachers, the support staff, the office staff, Mr Edwards and to everyone who has helped with our events and attended these meetings.

We look forward to an exciting new year and we hope to welcome more people to the committee soon.

Election of Formal Committee Members

3 formal committee positions where we have nominees. 13 people present for this part of the meeting.

Co-Chair : Danielle – nominated herself, seconded by Helen.

13 votes in favour

Co chair and communications. Lucy – Nominated by herself, seconded by Danielle

13 votes in favour

Treasurer – new candidate required from January.

Andy Davies has put himself forward, seconded by Danielle and Helen.

Andy said a few words about himself. Impressed by PTA and didn't want it to have to stop running. Financial journalist as day job. Next summer won't have a child in the school but happy to help for a year.

Proposal that Helen steps down in Jan so post will start in Jan, handover period between now and January.

13 votes in favour

Other Non-Trustee supporting roles:

- Really desperate for **secretary** and someone to help with **events support**– 2 key roles. If you know anyone, please send them to committee.
- **Class reps** – assume no changes.
- **Square website** (shop website). Helen is happy to continue managing this.
- Also need someone to help with **school website and social media**. Julie and Gizem have been doing a great job but has other commitments, need someone else to share this.
- **PTA shop** – everyone happy to continue
- **Christmas Cards** – Jenni is happy to do it again next year. Check with Kate.
- **Odyssey** – Sophie Ashcroft - check if happy to continue
- **Easfundraising support** – Lizzi Hodgkinson

Banking arrangements for next year

We will put Andy onto the bank as a signatory and Helen will be taken off when she steps down in January.

END OF FORMAL AGM

MEMBERS MEETING

Formalities – minutes from previous meeting – all approved.

Nov 100 Club:

1st place – 54 Seb Pigeon

2nd place – 16 Paula Williamson

Events Roundup

Touched on a lot of it already. Loads in last few months

- **Coffee morning** - £260 raised for Macmillan
- **Halloween disco Y4-6** £617.
- **Scary hair day** £518
- Might be better not to run them on the same day in terms of fundraising. Hit the funds coming in a bit. No-one had strong views about the practicality of having them on the same day.
- **Uniform shop** – continue to get good feedback.

- **Easy fundraising** – lending libraries (boxes of books outside the classrooms), EF donations have paid for these books. £223 raised today for last quarter. ‘Minimum effort maximum impact’
- **Christmas cards** – thank you to Jenni and Kate. Raised £980
- **Christmas Treeasy** - £70 from last week.

Finances and Wishlist

- **Bradford and Howley** £500 instalment
- **Stikins** cashback for labels - £45
- **Amazon smile** Helen has set up an account - similar to easyfundraising, easyfundraising better but good back up. Go to smile.amazon.co.uk – choose Alban city school. Can be activated in the app.
- **Charities Aid Foundation** helps people give money to charities. We are now registered with them.

Donations made:

£5458 phonics books

£702 easyfundraising

Square have raised prices, so will need to raise prices in uniform shop. Still very cheap.

Wishlist

Main thing is air conditioning. Still need to do due diligence. c£15k required.

10th anniversary art - c£200 for art supplies

Panto subsidy, offering £3 per child £750-1000

10th anniversary community event, needs PTA support

Upcoming events

- **Christmas jumper sale** – not many donations, will continue to sell but only 20-25 jumpers. Better to collect in Jan/Feb - but will go ahead anyway then decide whether to run again next year
- **Non uniform day** – 2nd December. Christmas themed non uniform in return for a bottle for the fair
- Need volunteers to help collect bottles
- **Christmas fair** – uptake in volunteer numbers since recent pleas but still need more volunteers, especially for the 3.45pm slot. Need 10-16 more people to be able to continue the fair to 4.30pm close. Meeting tomorrow to decide if cut stalls or close fair early. If you know anyone else who can help please get in touch!
- Years 4-6 can help parents for the hour if happy to. Stall preference let us know.
- List of stalls on parents page along with Karen’s video plea. Lots of new stalls, should be really fun. Great numbers planning to attend but it can’t run if we don’t have the volunteers. Really need more people to sign up.
- Plea out to staff – gaps will go to staff, Mrs Carter will write on the board in the staffroom.

- Karen kindly offered to donate something from temple spa as a raffle for volunteers as an incentive.
- Music programme makes it difficult for parents to volunteer. Too many performances back to back – for future reference.
- **Toy appeal** Julie - – poster made. Start plugging just after the fair. Julie and Lizzi will take care of promotion on social media and WhatsApp. Julie in touch with salvation army. Third year doing it, works really well.

Upcoming Events Ideas

- Secondhand fashion show – a few people have suggested this, let us know if it's something you'd like to take forward.
- 10th anniversary merchandise – branded gin? Any other ideas please let us know.

AOB

MFG potential donor – Hazel was in touch with the person who has a connection with them. Still on radar, Danielle will speak to Hazel.

Match funding – can have this now we are a charity. Lots of companies will have match funding policies – worth checking. Eg. if man a stall, they match the funding raised. Worth spreading the word amongst the classes.

Big thank you from Mrs Carter on behalf of the school.

Date of next meeting – Tuesday 17th January. In person/hybrid.