



**St Matthew's Primary School PTA  
Annual General Meeting Minutes**

**29th October 2019**

**The Community Room at school**

**Present**

Committee: Laura Franks (Chair), Kat Parks (co-opted secretary), Mossy Mustoe (Treasurer, present at beginning and end of the meeting)

Trustees: Alice Tranah, Georgina Scott

Teacher rep: Mrs Martin-Hawkins

Parents: Emma Willis, Tone Klausen, Birgit Grothe, Seb Wills, Sophie Hampton, Chris Jagger, Johanna Gerstung, Gabby Uncles

Teachers: Miss Hurst, Miss Ingersent and Miss Keeling (first part of meeting)

**1. Welcome and apologies**

Apologies: Kat Astley, Danielle Whittaker, Meg Platt, Daisy Duehmke, Katie Porrer.

**2. Presentation by Year 1 teachers – resources for new outdoor learning area**

- a. Miss Hurst and Miss Ingersent talked the meeting through a print-out with information about resources for the new Year 1 outdoor learning area they would like the PTA's help to fund. The area outside the classrooms has already been fenced off.
- b. Resources would include wheeled planters which could help make divisions between the class areas but enable to area still to be used as a whole.
- c. Children would be encouraged to take responsibility for their environment. It would be in use for as much of the year as possible.
- d. The total cost would be in the region of £4,000-5,000. The teachers were conscious this is a lot of money to ask for.

- e. Miss Ingersent suggested funding could be staged, businesses could be approached and perhaps there could be sponsored fundraising events.

### **3. Minutes of previous AGM**

Laura explained that unfortunately we do not have any minutes of the 2018 AGM, as the secretary at the time (Guinevere) left for American shortly after the meeting.

### **4. Current Chair's report**

Laura presented the report (see separate report).

### **5. Treasurer's Report/Last year's accounts**

Alice Tranah read the Treasurer's report on behalf of Mossy (see separate report) and circulated the year's accounts.

### **6. New PTA structure and election of new Committee members**

- a. All current Committee Members stood down.
- b. There was discussion of a proposed new structure, with Emma Willis running fairs. Emma said that already people have approached her who haven't had anything to do with the PTA or events before, knowing she's new to the role.
- c. Spreading the load makes things so much easier. It would be good to add more people as the year goes on; for example Tone has heard from a parent who would like to help work towards a greener playground.
- d. Seb explained his reasons for standing for Chair, including wanting to involve more people with the PTA, perhaps particularly Dads and others who have felt the PTA is not for them. He would also aim to work on better communication, perhaps including a separate PTA website, with a link from the school website.
- e. There was general enthusiasm about the idea of the PTA tweeting and using other social media to better communicate with parents, for example about all the things the PTA is funding. Agreed it would be necessary to check Mr Davies would be happy with this.
- f. In terms of more traditional communication, it might be worth replacing the condemned PTA noticeboard. Emma mentioned the children are also really good at talking to their parents about upcoming events.
- g. The following members were elected:

Co-Chairs: Seb Wills and Laura Franks

Treasurer: Birgit Grothe

|               |   |
|---------------|---|
| Secretary:    | Kat Parks                                     |
| Trustees:     | Alice Tranah, Georgina Scott and Mossy Mustoe |
| Classlist:    | Tone Klausen                                  |
| Fairs:        | Emma Willis                                   |
| Social media: | Georgina Scott                                |

## 7. Plans for the Year – Events

- a. Upcoming major events:
  - i. Funky Fall disco on Friday 15<sup>th</sup> November;
  - ii. Festive Fair on Friday 6<sup>th</sup> December.
- b. A donations-only sale is planned for Tuesday 12<sup>th</sup> November to try to make space in the PTA cupboard, with proceeds to Children in Need (Nov 15<sup>th</sup>).

## 8. Possible Events

It seems hard to get people to come along to events. The quiz and the band night struggled with ticket sales, at least at first. Discussion of why this might be and whether the problem may be a general lack of sense of community at St Matthew's.

### a. Roof terrace party

There was very low attendance at the Roof Terrace evening, but those who came enjoyed it.

### b. Quiz night

Alice Tranah to speak to Roger and Kat Astley about whether to run a Quiz night this year. Sales were slow at the start, which was demoralising particularly in view of the effort Roger puts into writing the quiz.

### c. Football tournament

This could be used to highlight the plan to renovate the cage? Perhaps the cheerleaders could also be involved. Mrs Martin-Hawkins to ask Lisa Woolfe about this.

### d. Events that both adults and children can attend

Many people may be unable to attend events due to lack of childcare. The food van at the Band Night worked well - we could consider a "My Little Festival" type event, also with food vans? Perhaps a film night? A family quiz, as at Parkside? We would not be able to sell alcohol at events where children were present.

## 9. Plans for the year – spending

- a. Following discussion it was agreed to give £5,000 for the resourcing of the Year 1 outdoor area. Although it appears to benefit just one year group it will be used for future years to come. **Kat to let the Year 1 teachers know.**
- b. We still have £10,000 ring-fenced for the playground, but will need to spend it soon. Mossy understands that the school need to contribute £7,500 to get the FIFA grant to redevelop the cage. This would mean the cage could be rented out at weekends, earning money for the school. Perhaps we can suggest to the school that the playground money could be used for this?
- c. Mrs Martin-Hawkins requested funding for a wooden jewel domino set and fairy houses for nursery – approved.
- d. The possibility of an Amazon wish list was discussed, that teachers could add to and parents could buy from. Concerns were raised about the ethics of using Amazon, but it was felt this had to be balanced with the convenience to teachers and the resulting benefits to the school. **Seb to look into the practicalities of setting up a list. Mrs Martin-Hawkins to ask the teachers for their views on how it could work.** Alice thought there could be practical problems, for example if a bank card needs to be linked to the account.
- e. Mrs Martin-Hawkins said there is still a possible plan to move the library. Most of the existing furniture could be moved, but there might be a request for money for carpeting, for example.

## 10. Other fundraising

### a. Christmas cards

Thank you to Kat Astley for organising these again this year, as in previous years.

### b. The Giving Machine

We need to keep repeating the message that anyone can raise free money for the PTA by buying through the Giving Machine. George mentioned that it is particularly good if businesses use it; for example some have bought flights through it.

## 11. Funding Shortfall and Funding for Schools Campaign

- a. Seb gave an update on the Funding Shortfall campaign. The focus continues to be on asking people to commit to regular donations. This has gone quite well, with around £20,000 raised so far. The target is £60,000.
- b. We are not sure how many regular donors there are through Just Giving, as Just Giving charge for this information.

- c. Mr Davies is very pleased and has said this is already letting him make decisions without having to cut things. Mrs Martin-Hawkins said the teachers were very touched.
- d. Discussion of the how closely the campaign should be connected to the PTA. Funding Shortfall donations are made to the PTA in order to benefit from its charitable status (allowing gift aid to be claimed), but the money is ring-fenced from other PTA funds. Alice suggested an alternative set-up could be for the Funding Shortfall could be set up as a charity in its own right.
- e. Not everyone agrees with raising money from parents and there have been some negative comments (though none directed to the shortfall campaign itself). Some parents had the mistaken impression that fundraising props (such as Josie the Giraffe) have been paid for by the school or the PTA, despite emails to parents making it clear these were paid for by the parents in the funding shortfall group.
- f. It was agreed the Funding Shortfall campaign had the support of the meeting and the parents running it (as part of the PTA) have every right to do so under the umbrella of the PTA. The same applies to the campaign for better funding for schools, which other parents have been working on.
- g. It is still possible to donate to the PTA itself, as distinct from the funding shortfall. Mossy said this could be done by bank transfer to the PTA, or by leaving a donation at the office.

## 12. Any other business

- a. We will need to set a date for the next meetings soon.
- b. Kat is to send funding requests to the trustees as well as the committee.

| Summary of action points arising from the meeting  | To be done by      |
|--|--------------------|
| Set up a website for the PTA that we could update ourselves, with a link from the school website                 | Seb                |
| Set up email group for people interested in helping with the PTA, as Seb has used in the Funding Shortfall group | Seb                |
| Check the school are happy with the PTA having a website and a social media presence                             | Seb                |
| Investigate practicalities of setting up an Amazon wish list   | Seb                |
| Contact Jo Wilson about taking over rock shop ordering   | Laura              |
| Speak to Roger and Kat Astley about whether to run a Quiz night this year  | Alice Tranah       |
| Ask the teachers about a possible Amazon wishlist  | Mrs Martin-Hawkins |
| Speak to Lisa Woolfe about a possible football tournament  | Mrs Martin-Hawkins |
| Let the Year 1 teachers know the PTA will pay £5,000 for outdoor resources                                       | Kat                |
| Look into a new PTA noticeboard  | Kats               |