



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

20th October 2020

via Zoom

Present

Committee: Seb Wills (Co-chair and chair of the meeting), Laura Franks (Co-Chair), Birgit Grothe (Treasurer), Kat Parks (Secretary), Emma Willis (Events), Tone Klausen (Classlist)

Trustees: Alice Tranah, Georgina Scott (also social media)

Staff rep: - (previous rep Mrs Martin-Hawkins is on maternity leave and we don't yet have a replacement)

Parents: including Marysol Bell, Dushyanth Narayanan, Santiago Hernández, Aditi Vedi, Kat Astley, Lucy Cox, Gabby Uncles, Anna Asbury, Sophie Hampton, Richard Milne, Anna Kuzma, Michala Techau, Harry Ngatchu, Kaeten Mistry, Malini Roy, Matthias Rosenkranz, Phong Tran, Ruben Alvarez, Zamin Iqbal, Susie Ross, Katie Porrer, Annie Dressner, Harriet Harthan, Ayttek Erdil

Staff: -

1. Welcome and apologies

Apologies: None

2. Minutes of previous AGM

Seb referred the meeting to the 2019 AGM minutes on the PTA website.

3. Current Chair's report

Seb read out the Chair's report to the meeting, available on the PTA website.

4. Treasurer's Report/Last year's accounts

Birgit read out the Treasurer's report, available on the PTA website. Seb screen-shared the accounts, also available on the PTA website.

5. New PTA structure and election of new Committee members

- a. Seb explained the committee roles and what they involve. Each committee member explained the main duties of their position.
- b. Seb proposed that there should be no separate position of Trustee, having reviewed the constitution, which specifies that all committee members are trustees.
- c. All current Committee Members stood down. Seb thanked the committee for their contribution of the past year.
- d. Two indications of interest had been received before the meeting: Laura Franks for Secretary and Marysol Bell for Secretary or Treasurer.
- e. Seb said he would like a "campaigns" role, looking at issues such as the Funding Shortfall campaign, policy, traffic and pollution.
- f. Emma confirmed she would be willing to carry on with events, though this would have to be done in a different way due to the current coronavirus pandemic. Tone was willing to continue to manage Classlist.
- g. Kat Astley and Gabby Uncles were willing to be Co-chairs.
- h. The following members were elected to form the new Committee:

Co-Chairs: Kat Astley and Gabby Uncles

Treasurer: Marysol Bell

Secretary: Laura Franks

Events: Emma Willis and Susie Ross

Campaigns: Seb Wills

Social media: position not filled

- i. Tone Klausen agreed to continue to oversee Classlist, as a non-committee role.
- j. The following parents said they were willing to help out with events:

Aditi Vedi, Lucy Cox, Marysol Bell (elected Treasurer), Michala Techau, Santiago Hernández

- k. With Kat Astley elected Co-Chair, Roger Astley will no longer be able to review the PTA accounts. The meeting authorised the committee to appoint someone else. Gabby had a possible idea of someone to ask.
- l. Susie recalled that in the past Poppy from Kids R Us used to come to meetings. It would be a good idea to involve her again, as they are very accommodating of the PTA and have an interest in shared facilities.

6. Plans for the Year – Events

- a. Many of the usual events have not been possible due to the current coronavirus restrictions, so we are having to think of alternatives.
- b. As the Spooky Disco isn't possible, there is a Halloween dressing-up day on Friday 23rd October, organised by Emma. Children can give an optional donation to the PTA. She has liaised with the school office about the way the school are happy for us to collect money, which is via collection buckets. She has enough buckets and helpers. Susie suggested also allowing online donations, as many people are moving away from cash. Seb agreed and said the card reader could be used and perhaps JustGiving. Tone suggested using Classlist.
- c. Discussion of other possible events and fundraising ideas, with the aim of giving the children something to enjoy and look forward to. Possibilities:
 - i. Gabby suggested a virtual quiz night. Marysol has a friend who ran quizzes during lockdown (using a Google form for the answers) and could ask her for the details.
 - ii. Something nice for Christmas in the absence of the Festive Fair.
 - iii. Marysol reported that a friend's school had a Readathon, which proved to be a very successful fundraiser. Each child had a passport-type document in which to record the books they'd read. The class that read the most, as well as the top reader in each class, were acknowledged in an assembly. She offered to ask her friend for more details.
 - iv. Emma suggested events to raise money for specific year groups, in the absence of cake sales this year. She noted that the cake sales often attract parents to help out who wouldn't normally do so. It also provides a focus, especially if the purpose of the fundraising is communicated in advance. Any such events could be organised by the year's Class Reps, with support. Giving each year group freedom to come up with its own event/fundraising could result in some new ideas.
 - v. Kat A mentioned mini challenges she heard some schools did in lockdown, perhaps competing with other classes.
 - vi. Marysol mentioned Walk USA, where children walk a mile (in their playground perhaps). Maths can also be brought into this.

- vii. Marysol had raised the possibility of St Matthew's T-shirts or similar "spiritwear", though she understands many are happy not to have a uniform. There could be a "school store" selling stationery items etc. Kat A mentioned the popularity of the Leavers' Hoodies, which could possibly be extended. A link could be made to events. We would need to think about how to make this appealing to older children as well as younger ones. Seb mentioned pin badges, with a logo or a word. Kat A said we would need to get the school's view on school-branded items, particularly in relation to affordability.
- d. Gabby explained the original reasoning behind setting up the Class Rep system, with the aim of reaching out to more people. She felt it could work well this year. Laura confirmed she has an up-to-date list of reps and Tone said this is also on Classlist. The main gaps are in Year 6.

7. Plans for the year – spending

- a. We have had only one request so far this school year, for money to extend the Mrs Wordsmith scheme. This had been approved by the committee.
- b. Money is still allocated to the school library. Ms Hehir has confirmed to Birgit that the school still plans to use this, though the library development is on hold for the moment.
- c. At Kat A's request, Seb explained the difference between the "usual" PTA donations and the Funding Shortfall money. "Usual" donations is money the school can apply to the PTA to use. The Funding Shortfall money is a separate category of funds for the school to use as it wishes, without needing to make a specific request.
- d. Seb mentioned other projects:
 - i. The possible cage redevelopment project the school had previously asked the PTA to help fund. He had hoped Mr Davies would have been able to attend the meeting to give an update on this.
 - ii. Proposed improvements to the roof terrace, which parent Ben Cijffers had offered to organise, hopefully with other parents helping out. We would need to talk to the school about what is feasible at the moment.
- e. Kat A suggested parents could be asked for help with projects, such as moving the library. Milton Road school had parents doing bulb planting.

8. Other fundraising

a. Christmas cards

Kat A has organised these again and already has the samples. Discussion of whether these should go out to parents before or after half term – perhaps before. The company are being flexible, partly as there are fewer schools doing it this year.

b. The Giving Machine and Amazon Smile

Seb has recently signed the PTA up to Amazon Smile and the Giving Machine continues to raise a good amount from a small number of people. Online buying is of course more widespread than ever at the moment. Richard suggested the PTA could also work with local shops, such as those on Burleigh Street.

c. Donations from parents' companies

Seb explained that a parent who runs an iPad/phone repair business has offered to make a donation to the PTA – and offer a discount to parents – when parents use the business's services. The meeting was happy for this offer, and others from local companies or companies with connections to St. Matthew's parents, to be put on a list on the website.

d. Bags2School

Kat A has already arranged one successful collection so far this year and has booked another.

9. Other ideas

- a. Kat A has asked Mrs Lewis what be appropriate as a morale-boosting gesture for the teachers. Previously the PTA has paid for pizza for the staff, but that sort of thing is not possible at the moment.
- b. Marysol has lots of ideas and would be interested in being part of a teacher appreciation committee. She loves crafting and has made an example cup-warmer and matching face mask. As a teacher herself she has many examples of lovely things parents have done for her, such as asking her to fill in a form with questions about things she likes and favourite colour etc and then giving her presents throughout the year.
- c. Marysol suggested it would be lovely to do some crafting with the children. Would it be possible to fund someone external to come and do art/craft with the children? In general we understand visitors are not allowed at the moment (though Year 5 had an external visitor recently?) so something to check with the school. This could be something that the teachers didn't have to prepare anything for. Gabby emphasised we need to ask the school what we can realistically do, especially if it involved classroom time.
- d. Discussion of the art week that the PTA organised some years ago. Seb suggested an art competition with an online exhibition might be possible.
- e. Gabby suggested the PTA could fund materials for each class to make decorations for their classroom, especially as we won't be doing the usual lunch hall decorations. We could ask Hobbycraft if they are willing to donate any materials.

Summary of action points arising from the meeting	To be done by
Contact the school and ask what they can allow the PTA to do	Gabby and Kat A
Appoint an independent examiner for the PTA accounts	Committee