



St Matthew's Primary School PTA
Annual General Meeting Minutes
Tuesday 12th October 2021
via Zoom

Present

Committee: Gabby Uncles (Co-Chair), Katrina Astley (Co-Chair), Marysol Bell (Treasurer), Laura Franks (Secretary), Seb Wills (Campaigns), Tone Klausen (Classlist), Susie Ross (Events)

Class Reps: Kat Parks, Cynthia Sheppard, Wai Yi Feng, Aditi Vedi, Sophie Hampton

Parents: Roberta Maio, Kalyani Vattikutti, Hannah Tor, Jon Seaman, Olympe Chazara, Lucian Piccoli, Camrin Anderson, James Wood, Alice Chan, Hugh Williams, Alberto Eusebi, John Wickerson, Katie Porrer, Yoshiko Tamura, Brigs Lenz, Elisabeth Winkelmann, Afsana Khan,

Also present: Michele, Harry, Coura, and Samira (last names unknown)

1. Welcome and apologies

Apologies: Sophie Martin-Hawkins, Alice Tranah, Chris Jagger, Emma Willis

2. Minutes of previous AGM

Kat Astley referred the meeting to the 2020 AGM minutes that had been emailed from the office and are also available on the PTA website (<https://stmatthewspta.org.uk/events/agm-2020>). These were verbally approved.

3. Current Chair's report: Summary of Events & Activities Sept 2020-Aug2021

KA and Gabby Uncles read out the Chair's report to the meeting. There were no questions. Chair's Report available here: <https://stmatthewspta.org.uk/events/agm-2021/>

4. Treasurer's Report: Summary of Spending and accounts

Seb Wills read out the Treasurer's report on behalf of Marysol Bell. There were no questions. Treasurer's Report available here: <https://stmatthewspta.org.uk/events/agsm-2021/> The PTA's accounts will be published once reviewed.

5. Election of New Committee

- a. All current Committee Members stood down.
- b. The only indication of interest that had been received before the meetings was from Seb Wills who wished to stand for Treasurer. He was elected as Treasurer.
- c. Laura Franks was elected Chair.
- d. Marysol Bell was elected Secretary.
- e. Emma Willis has agreed to continue helping with Events, but in a non-Committee role.
- f. Tone Klausen has agreed to continue as Classlist Manager, in a non-Committee role.
- g. SW reported that Kevin Woor has agreed to remain as Independent Accounts Examiner.
- h. Therefore, the following members have been elected to form the new Committee:

Chair:	Laura Franks
Treasurer:	Seb Wills
Secretary:	Marysol Bell

With the following in non-Committee positions:

Events:	Emma Willis
Classlist:	Tone Klausen
Instagram:	Tone Klausen
Twitter:	Emma Willis
Independent Accounts Examiner:	Kevin Woor

Sophie Martin-Hawkins has now returned from maternity leave and will become our Staff contact.

6. Plans for the Year - Events

- a. As the Spooky Disco isn't possible again this year, there is a Halloween dressing-up day on Friday 22nd October, organised by Emma Willis. We will be using donation buckets again but will also use our card readers and give parents the opportunity to donate via Classlist and via JustGiving.
- b. KA explained the Bag2School program for the benefit of those who were unaware of the scheme. The next collection will take place on Friday 15th October at drop off outside the school entrance. It was noted that we will need a volunteer to continue this in the future as it is KA's last year at St. Matthew's.

7. Plans for the year - spending

KA and GU have spoken to Tony Davies about priorities in terms of big items across the school. Tony's priorities were as follows:

1) Remodelling the Library

money has been agreed in the past and has been earmarked in the PTA accounts. The library will be moved from its current location outside the Year One classrooms, around the corner into the breakout space to create a more inviting library space and to free up space outside the classrooms for small group learning. The PTA agreed to fund items such as carpeting and beanbags.

2) The Year 2 outdoor classroom area

the PTA has previously agreed that we would help to fund fencing outside the Year 2 Classrooms to match that around the Year 1 Classrooms. This fencing project has already been carried out and we are awaiting confirmation of the final figure.

3) 15 additional Chromebooks

There are currently 30 available on top and middle corridors but only 15 on bottom corridor. The school is now getting costs on 15 more.

He felt that the lunch hall outdoor space and roof terrace were projects for next year.

- a. Sarah Barrett has requested funding for the Nessy program (around £300) and that has been approved.
- b. SW reported that a parent has offered a substantial donation to Fund St Matthew's (including matched giving from their employer), potentially continuing on a regular basis. The donor is keen to encourage other parents to start donating or increase their donations, perhaps through this donor offering to "match" new donations from other parents, in order to achieve a greater collective effect. SW has scheduled a meeting with Mr Davies to discuss a vision of what could be achieved if we were to raise more funds than we do currently and will think about messaging to parents.

8. Fundraising

a. Fund St Matthew's (new name for the Funding Shortfall campaign)

SW explained the Funding Shortfall campaign that started in 2019 to the new parents. The Funding Shortfall campaign reached its goal of £60,000 and that money has gone directly to the school. Tony Davies has said that this money ensured the neediest children in the school were continued to be supported despite the cuts.

This campaign has been renamed Fund St Matthew's (fundstmatthews.com) and donations are still coming in. SW explained that all the money goes to the school but passes through the PTA owing to its charitable status. He requested that anybody who wished to help should get in contact.

b. Christmas Cards

KA explained the Christmas / Greetings Cards fundraising concept. This year's designs have already been created by the children. This is another area where we will need to find a volunteer to continue the Christmas cards after KA has left St. Matthew's.

c. The Giving Machine & Amazon Smile

KA and GU explained how the PTA can raise money through online shopping with the Giving Machine. For more information, please visit our website:
<https://stmatthewspta.org.uk/supporting/online-shopping>

9. Any Other Business

a. Food Bank Collection

A parent has asked if it was possible for her to organise a collection for the Cambridge Food Banks. The Cambridge Evening News has reported that the end of Universal Credit has meant an increase in families accessing food banks and more items are needed. These include cleaning products, soap, nappies, and long-life puddings. The school hasn't run a Harvest Collection this year, but LF will contact Sophie Martin-Hawkins and see if this is feasible.

b. Musical Instruments for Classrooms

A parent has asked if it would be possible for the PTA to raise money for glockenspiels for each class as there aren't enough for each classroom at the moment. LF has spoken to Emily Evans (head of music) about this idea and Emily is very keen to have a glockenspiel for each class. She says they cost about £20 each. The PTA has enough money to be able to fund this, so LF will contact EE and find out how many would be needed.

The general feeling is that the PTA would be keen to support music provision in the school in whatever way EE felt most appropriate. MB will contact Barry Evans to see what he thinks.

SW is interested in trying to get the Hall piano tuned and used. He says the PTA need to be proactive about identifying how best to spend money raised, rather than assuming the school will ask for everything it needs.

Sophie Hampton noted that Cambridgeshire Music have returned to giving music lessons to children this term.

c. Outdoor Spaces

Brgs Lenz brought up the fact that the roof terrace continues to be undeveloped, and the playground is lacking in green spaces since the muddy area has been fenced off into a Mud Kitchen. She is interested in outdoor greening (for example, herb gardens) and / or softer landscaping.

KA & GU noted that Tony Davies would need to be consulted again and perhaps BL could help form a sub-committee to discuss these ideas further. SW and BL have both spoken to parent Ben Cijfers in the past on this subject. Ben has prepared some preliminary sketches, which might be a good start to re-introducing this project.

The general feeling is that it would be a good idea for children to be able to get outside and reconnect with nature and that some children would benefit from calm spaces.

- d. GU reminded the meeting that the PTA Social Evening would be held at the Blue Moon pub on Tuesday 19th October at 7:30pm. Everyone welcome.